**ASSIGNMENT 2 BRIEF**

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| **Qualification** | **BTEC Level 5 HND Diploma in Computing** | | |
| **Unit number** | Unit 3: Professional Practice | | |
| **Assignment title** | Continuing Professional Development | | |
| **Academic Year** | 2019-2020 | | |
| **Unit Tutor** | Michael Omar | | |
| **Issue date** | **16th January 2020** | **Submission date** | 15th February 2020 |
| **IV name and date** | Dr. Doan Trung Tung | | |

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| **Submission format** |
| The submission is in the form of a completed **essay report** including the tasks set out in the Assignment Brief. This assignment is an individual assignment.  Prepare a file of documents which relate to the individual which, for the purpose of this unit, is referred to as your Personal Development Portfolio (PDP). |

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| **Unit Learning Outcomes** |
| LO4 Demonstrate a range of interpersonal PD and transferable communication skills to a target audience. |

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| **Assignment Brief and Guidance** |
| **Requirement**  There is no generic scenario/case study for this unit, but there are specific tasks to be completed.  Students will examine different methods of learning and reflection, which will help them to identify their own preferred style of learning. They will use this information as a basis for writing an essay about learning styles, self-managed learning, the role of lifelong learning, personality reflection and, aspects of time management.  Students will also compile a personal portfolio of information about themselves, which will help them to identify and achieve their personal goals.  You will be assessed on the quality of the information provided in this assignment. You should identify the above issues clearly and present professionally in a report format. Yourself evaluation should be ‘SMART’ than a mere description. You may analyze qualities of existing business entrepreneurs for you to carry out the self-evaluation.  **Part 2 : Guidance**  Discuss your goal setting, personality and learning styles which can be implemented to overcome the problems you have identified in personal development plan. You should seek to communicate this information in an appropriate manner at various levels – strategic, tactical and operational.  Identify one work based problem, either where you work now or where you intend to work in the future, where the solution requires individual training or qualifications.  Your PDP should identify your short term objectives and long term objectives, together with the processes and activities required to implement your development plan.  Your PDP should identify your short term objectives and long term objectives, together with the processes and activities required to implement your development plan.  The essay should be in 2000 – 2500 words in length. |

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| Learning Outcomes and Assessment Criteria | | | |
| Pass | Merit | | Distinction |
| **LO3** Discuss the importance and dynamics of working within a team and the impact of team working in different environments | | | |
| **P5** Discuss the importance of team dynamics in the success and/or failure of group work. | | **M4** Analyze team dynamics, in terms of the roles group members play in a team and the effectiveness in terms of achieving shared goals. | **D3** Provide a critical evaluation of your own role and contribution to a group scenario. |
| **P6** Work within a team to achieve a defined goal. | |  |
| **LO4:** Examine the need for Continuing Professional Development (CPD) and its role within the workplace and for higher level learning | | | |
| **P7** Discuss the importance of CPD and its contribution to own learning | | **M5** Compare and contrast different motivational theories and the impact they can have on performance within the workplace | **D4** Evaluate a range of evidence criteria that is used as a measure for effective CPD. |
| **P8** Produce a development plan that outlines responsibilities, performance objectives and required skills, knowledge and learning for own future goals. | |  |  |