Professional Portfolio Production

Assessment 1

There are two parts to this assessment. Both parts of the submission require written work. You must submit both parts.

Part One

For this part of the assessment, you are tasked with finding a graduate vacancy for which you will provide mock documents, completed as though applying for the position. The vacancy should require application via CV and covering letter. The vacancy must be different to the ones used in class, and must be for a position outside of your area of study, i.e. a general graduate vacancy.

You will submit your covering letter, CV, and a copy of the vacancy description, to Moodle.

You will be assessed on:

● How well you have written the documents, both in terms of language and style.
● How well you have aligned your skills and abilities to the needs of the job.
● Format of both documents.

Remember what has been fed back to you in the tutorial sessions and feed that in to the work you are undertaking here. You should also refer back to the lecture notes from Nigel Royle.

Part Two

For this part of the submission, you should write a short document which is no longer than 1500 words.

You should identify an entry level job vacancy within your field of study. With the role identified you should:

● Analyse the skills and abilities required to fulfil the post, both soft and hard.
● Make a case for the areas you feel you satisfy, and say why.
● Identify the areas you feel you are unable to fulfil or feel you are weaker, then consider how you will address these weaker areas to make you competent in the requirements of the role.

To conclude the document, you should write a paragraph that succinctly identifies a person and their work, which has impacted and influenced your own work development during your studies at University.

The document should be formatted so that it is **typed in 12 point Arial font, with a line spacing of 1.5 lines**. You should make use of paragraphs and pay attention to sentence length, grammar, and punctuation.

You will upload the document to Moodle.

Weightings and Deadline

There is a weighting of 40% for this assessment, from the overall module mark. This breaks down as 25% for the job application and 15% for the report.

The deadline for submission is 17:00 on Tuesday 12th March 2019.

Submissions received up to 1 week beyond the deadline will be subject to a 10% deduction in mark. Submissions received later than 1 week beyond the deadline, will be given a mark of 0, as per University regulation.

Submission

You should upload a zip file which contains two folders. The first folder should be named Part 1, and the second folder named Part 2.

In the Part 1 folder, you should place your CV, covering letter and job vacancy.

In the Part 2 folder, you should place your report regarding your employable skills in your area of study.

Both folders should then be placed inside another folder which should be named as follows, replacing your details as appropriate:

Surname_Forename_BannerID.

This folder should then be zipped and submitted to Moodle.

On Moodle you should look for the assignments section. Within will be an upload link, which you should click. You will then follow the onscreen instructions to upload your work.