

ACADEMIC & EMPLOYABILITY

Sean Andrew

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Overview

In this report I will be evaluating myself and using online surveys to see what skills I have and where are my strong points and weaknesses. I will also be going over what I done throughout the module and looking over the feedback I have received on the presentations that I had done to my classmates to introduce myself. I will also be looking at feedback that I will receive about the PowerPoint presentation and use it to improve any PowerPoint presentations that I do in the future. With the surveys I am going to look into what skills I have and how they will help me in a workplace, I will also be looking into what skills I am lacking and what I can do to help me to learn them.

I will also be talking about what it takes to be a successful student in higher education and what skills are expected of a successful student, this will help me to get an idea of what is expected of me and what I need to do in order to get the best outcome from my time in higher education.

I will also be making an action plan for me to follow over the long term to give me an idea of what I need to do to and give me some sort of “goal”

Another thing I will be talking about is what back-up and recovery systems do I have in place and what kind of disasters could affect me and my data. With this I will be talking about how I back-up my data and how I will be able to recover it if a disaster was to occur, I will also be looking into what disasters could occur and how I can potentially avoid them.

Research into Skills Evaluation

In class we had to give a PowerPoint to our classmates introducing ourselves and designing a PowerPoint to be shown as I introduce myself.

When creating PowerPoint presentations there is a certain thing that we need to try and avoid to help keep our presentation informative but also not boring as it will lose the interest of the audience. One thing to do is try not to overload each slide. By overload the slide I mean not putting pages of pages of words on there, with each slide there is a "notes" section which can be used for all the stuff that you will need to talk about without show the audience this. On the slide you should try to keep only short and informative bullet points on there.

Another thing to have on your slides is images. Images are a good thing to have on slides as if there was just wall after wall of text on each slide then the audience isn't going to bother trying read each slide as it's not interesting enough. But if there was pictures on slides then this will help catch the audience's eye and one image could give as much information as a wall of text but in a way to not bore the audience.

The slides of my PowerPoint are in the appendix of this assignment along with the notes pages that I looked over when giving my introduction. While giving my presentation I learned how important it was to try and project my voice when speaking to other and not to keep looking at the slides, this is why I made notes pages for each slide, so I won't be constantly reading from the slides.
(see appendices)

With the presentation I think I can improve on including a bit more detail on each slide and pictures to help keep the audience's interest and not put too much information on there to make them hard to look at.

The key skills needed to be a successful student in higher education is the ability to study in your own time and perform your own learning of anything you don't understand, this shows that you are able to take initiative and look into something you don't understand by yourself. This is also something that employers will like to see when applying for jobs as this shows that you will take initiative in your work.

Another skill that a successful student in higher education needs is time management as they will need to plan out how long they will need to spend outside of classes looking into the subjects and learning more in their own time as well as meeting deadlines for assignments and any work needed from them.

To evaluate my skills that I have I done some online surveys to see how I learn best and to see what level my skills are currently at.

For the what learner I am survey I got a visual learner:

The screenshot shows the Education Planner website. The main navigation bar includes links for Home, Contact Us, About Us, and Site Map. The user is logged in as a STUDENT. The left sidebar contains a menu with options like Career Planning, Preparing for School, Paying for School, Self Assessments (selected), What Kind of Student Are You?, What's Your Learning Style? (selected), Which Study Habits Can You Improve?, and How Strong Is Your Character?. The main content area is titled 'What's Your Learning Style? The Results'. It shows 'Your Scores:' with a list: Auditory: 5%, Visual: 65%, and Tactile: 30%. Below this, it states 'You are a Visual learner! Check out the information below, or [view all of the learning styles](#).' There is a 'Printer Friendly Version' button. A section titled 'Visual' explains that visual learners learn by reading or seeing pictures, understand and remember things by sight, and are usually neat and clean. It also mentions that they may have difficulty with spoken directions and may be easily distracted by sounds.

This makes sense as it is how I feel how I learn best too as I like to physically do the things to learn them the best way as it tells me I am able to do it and I know how to do it. This means that for me to revise efficiently and look over notes I am best to rewrite them out again or for stuff like programming I am best to try and recreate programs to learn and memorise the code that I will need.

Some key skills employers are looking for with individuals is people that are good at problem solving and working with others well, this is because in a workplace you will be expected to be able to work with others that are currently working there and deal with customers. To see if I have these skills I took part in an online survey skills check [2] to see if I have the required skills employers are looking for. (See appendices)

The survey said that I have the mindset to work well with others in a group and can work well under pressure in a workplace which will stand out and help when employers will look at my CV. These skills are important for when working in a workplace as you will not be the only one in that workplace and a lot of the time you will have to interact and work with others that are there. Having skills that allow you to work with others in a workplace will make it a lot easier.

Action Plans

For my action plan I will create a plan using the S.M.A.R.T format (Specific, Measurable, Attainable, Relevant, Time-based) This plan will be for the long term which will include what I plan on doing after I finish this course.

S – One of my targets is to finish this course I am currently doing.

M- Finish the course I am currently studying with a good grade.

A-Learn to drive which will help me in the future, this will also have an impact on what jobs I can get after Uni as I will be able to reach out further

R-Keep up to date with any new/upcoming Technology in the ICT field of work. I can do this by keeping a lookout of the main manufacturers –and big names in the ICT community.

T-Keep good time management and make sure to get all the work that is needed from me done on time and not left for the last minute.

With this plan, this shows what I am to do and when I will need to do them by for the time-based actions.

Application

Looking after your data

With my data I back-up my data in multiple places and always keep them up to date so if I was to lose my data and lose a copy of my backups, the chances that I will lose all multiple backups on the same day are extremely slim. I keep my data on me with a back-up on my USB, a back-up on my computer in University, on my laptop and pc at home and one on the cloud so if anything was to happen to my data I would be able to get most of my data back with minimal loss of data.

The data I wouldn't like to lose is all of my work that I have produced throughout the course as this will hinder me greatly if it was lost, some more data that I would not like to lose is any assignments that I have done or are in progress as this could hinder me greatly and cause a lot of problems as it could leave my missing my deadlines for my assignments.

Some of the things that can cause me to lose my data are things like data corruption which can occur at any time due to a failure with computer components or power outages. Another disaster that can occur is that there could be a power outage when saving/ doing work which can cause a loss of data, one thing I can do to help prevent this is get an UPS which I can use for my pc which will help prevent power outages damaging my pc and give me time to save and shut down my pc without losing any data.

Another disaster that could occur is that some parts in the computer could fail, this can be avoided by regularly checking and maintaining the components in the computer and making sure that everything is running smoothly. If a part in the computer was to fail and the computer didn't turn back on, then this will mean that any data on there will be hard to get back until what had broken was replaced. Because of this I have multiple back-ups so if I can't get back onto the computer, I have backups online on the cloud and on multiple devices.

Another disaster that can occur is my pc or USB can get infected with some ransom ware which can then mean that I will lose all my data as ransom ware encrypts your data and demands money to be paid before they release it. The way I can help prevent this is by having a up to date antivirus software which helps prevent viruses to ransom from getting onto my devices. If I was to get infected with some ransom ware then I will have to wipe my pc or USB and restore the data on there from one of the backups I have.

Another disaster that can occur is that my pc or USB can get infected with a virus or trojan, this can cause it to damage or corrupt any of data on there. One way to help prevent this is that by having a up to date antivirus software which can help prevent viruses or any type of malicious program from getting onto my devices. If my device

was to get infected, then I will have to wipe it clean and then restore the data on there from one of my up to date back-ups.

Another disaster that can occur is that my pc could have a software fault and cause a blue screen. If my computer was to bluescreen when doing work, then I will have lost all of my data that I was working on at that moment. I can help prevent this by saving my work consistently every 5-10 minutes to reduce the risk of losing a large amount of data due to a crash.

Another disaster that can occur is a fire could break out. If a fire was to break out, then all the data on the devices caught in the fire will be lost and there will be no way of recovering it. One thing you can do to help prevent the loss of data is have a backup of your data somewhere offsite so on the cloud or a backup on a hard drive in another building. If this was to happen to me, I would be able to restore most of the things I will have lost from a backup I have on the cloud.

I think overall the current strategy works greatly as if I was to lose power and get some data corrupted or if I lost access to my pc there is always multiple other back-ups available for me to restore my data from. The back-ups I have are in the cloud, on my pc, laptop, computer in University and on my USB.

Time management and self-organisation

To evaluate myself I did a S.W.O.T analysis to show my Strengths, Weaknesses and any Opportunities and Threats that I will have and how I will take steps to reduce my stress levels when working in a workplace or dealing with a lot of work. Looking back at my S.W.O.T analysis I can increase my productivity by

Time Management and Self-organisation

In class we had to do a mock assignment where we had to investigate into what is expected of employers of a career of our choice. We had to look what was required of us to get the job and what the job entailed us to do when we were at the workplace. For my choices I picked a network administrator and a network infrastructure manager for Saint Leo's university which entails me going in between campuses and installing, upgrading and fixing problems with the networks. This includes things like carrying networking equipment between campuses and possible getting into tight places to install equipment.

I have also put a CV in the appendix to show what I have to give to employers to show what I am capable of and what I have achieved.

Conclusion & Evaluation

Overall throughout the study I found that the reading log that I created at the start of the course has helped me a lot to keep track of anything that I have read, making it easier to reference them in the assignments. My journal as well has helped me keep track of what I had done and gone over in previous lectures which helped me when looking back over for certain pieces of work.

To further my studies, I should look more into the technology industry and keep up to date on any new pieces of technology or any news on upcoming breakthroughs in the industry.

Bibliography

- [1] "Education Planner," [Online]. Available:
<http://www.educationplanner.org/students/self-assessments/learning-styles-quiz.shtml?event=results&A=1&V=13&T=6>. [Accessed 15 01 2019].
- [2] Gov.UK, "Gov.UK," [Online]. Available:
<https://nationalcareersservice.direct.gov.uk/skills-health-check/home>.

Appendices

Journal

08/10/2018

We covered which learner are we? Audio, Visual or Kinetic
We also looked into our timetable and how we should be setting out our study time each week
<https://www.wikihow.com/Make-a-Study-Space>

<https://www.businessballs.com/self-awareness/vak-learning-styles-1988/>

15/10/2018

We covered how an assignment will actually look like how we are expected to fill it in
We was shown a example assignment and a template is on moodle

22/10/2018

We continues to look at how assignments are expected to look like and how we need to fill it in.
We was also shown the correct format of what assignments should look like.
We also looked at the mock assessment that we will be given for over the holidays and what is expected from us

12/11/2018

We went over the assignment we just submitted and look into ways of getting easy marks and where you can lose marks
if your not careful.

19/11/2018

We looked over our assignment and what we did and how we lost marks to make up for it in the future. We also looked
into how to setup powerpoints if they are needed for assignments. we looked into Prezi too <https://prezi.com/>
We also looked into the silabus for the course.

03/12/2018

We looked over how to set a bibliography properly in assignments with IEEE standards and other examples as well as
looking at how to set up citations captions and footnotes on assignments.

07/01/2019

We created accounts on the government website and we started to fill out the skill check online. We also talked about
why we need all of the work etc powerpoint, mock exam etc.

14/01/2019

We continues our surveys that we had to do last week and continues to fill out the skill survey. as well as going
over the assignment in this unit

28/01/2019

We looked over what is expected of us and looked into how we should act in a workplace, profesional and confidential
about any work related information you have etc.

11/02/2019

I looked into SWAT Anylisis as i was not in this week and seen that i had to catch up on this which will be used for
the assignment.

.

18/02/2019

We went through what was expected of us in this unit and what we needed to do for our presentation powerpoint that
will be included in the assignment. We went over SFIA and looked over our skill levels with all the different
aspects of IT and SWAT anlysis.

04/03/2019

We went through the assignment for Academic and Employability and what it wants from us with the work that we have
been doing. We also looked over our powerpoints that we recieved feedback from them about what we did well on them
and what we can do to improve them.

Reading Log

Date Read	Reference details	Summary / Review
1/01	<u>HTML and CSS Eighth Edition by Elizabeth Castro, Bruce Hyslor</u>	<u>This book was used to help with JavaScript when setting up the css and scripts with my webpages, helping me link scripts to pages and using bootstrap.</u>
22/2	<u>Show Me The Numbers, Second Edition by Few, S</u> ISBN : 978-0-9706019-7-1	<u>This book was used to help me with my data visualisation assignment and give me a reference to how our eyes see data and what makes graphs easy to read.</u>
20/2	<u>Tufte's Rules</u> <u>http://www.sealthreinhold.com/school/tufte-rules</u>	<u>This was used to learn about Tufte's rules which help make a graph easy to read and minimalistic without losing any data or making it bias.</u>

Mock Assignment

Contents

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3 My Job Description.....	13

1 Introduction

In this report I am going to investigate creating a job description of job in network security and look into skills will need to be required for it. In this report I will explain why this job will require certain skills or qualifications to undertake. As well as looking into skills and qualifications needed for this job I will be using the research to create a job description for this line of work.

*2 Research**2.1 Example 1*

The first example I looked at for a job description¹ showed that they are shown the responsibilities they will be given and what they will be expected to do. This ranges from being able to fully maintain, support and upgrade all different types of networks and servers, to being able to monitor the networks performance and researching and making recommendation on server system administration.

Comment [SA1]: <http://campusworksinc.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=11522588&ref=indeed>

2.2 Example 2

¹ Senior Network Administrator Job Description at Campus Works [Internet]
<http://campusworksinc.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=11522588&ref=indeed>

The second example I looked at for a job description² showed similarities to the first example with things like the responsibilities of the applicant, some of these which are the same as the first example are: configures and maintains networked switches and routers, install new connections and maintains other connections on campus and center locations. These two are really similar to the first example but worded differently, what it means is that they should be able to maintain the network currently in place and be able to add new connections to it and expand the network. There is also the responsibility which is listed as “Make recommendations on equipment based on technical requirements” which is similar to the first example’s “Research and make recommendations on server system administration” which means that they should be able to look into new hardware for the network and be able to decide on better equipment if they have the need to upgrade.

Comment [SA2]: https://saintleo.wd5.myworkdayjobs.com/en-US/SLU/job/University-Campus/Network-Infrastructure-Administrator-1_R1703

²Employment at Saint Leo University Network Infrastructure Administrator [Internet] https://saintleo.wd5.myworkdayjobs.com/en-US/SLU/job/University-Campus/Network-Infrastructure-Administrator-1_R1703

3 My Job Description

Responsibilities:

- Make recommendations on networking equipment which could benefit the company
- Able to monitor the network's performance, bandwidth, connections and latency etc... and maintain the network.
- Keep an eye on the network and make sure all devices and equipment is up to date to prevent any security breaches or equipment failures.
- Able to resolve any problems that might occur on the network within reasonable timing to keep the downtime to a minimum.
- Able to design networks and give specifications for any equipment needed.

Requirements:

- One year minimum of experience working with a network.
- BS degree in Computer Science or a Computing/Networking related field
- Able to carry networking equipment and install them.
- Able to configure the networking equipment to work with the network in place
- Preferred Cisco training.
- Able to conduct regular backups and recovery with one of the methodologies.
- Means of transport as you will be moving between sites

Summary

The role of a Network Administrator³ is to oversee anything that is done on the network and set up any new hardware to be installed onto the network. As well as installing new hardware onto the network you will also have to configure and maintain the hardware and switches currently on the network. The Network Administrator also has the responsibility for the security of the network and needs to make sure that all the devices are up to date and secure with the latest security updates and design new networks.

Comment [SA3]: <https://www.rasmussen.edu/degrees/technology/blog/what-does-a-network-administrator-do/>

Mock Marks and Comments

³ The Role of a Network Administrator [Internet]

<https://www.rasmussen.edu/degrees/technology/blog/what-does-a-network-administrator-do/>

Marked by Daniel Sergeant, ...

Assignment Marking Agreement Form (not to be seen by students)					
	Marking scheme	Marks available	1st marker	2nd marker (Sample 2nd Marking)	3rd marker (if required)
1	Engagement with Literature Skills - Using Vancouver referencing appropriately throughout the work - Appropriate range of sources used - Research sources valid and of sufficient quality	6	6		
		6	6		
		8	8		
2	Knowledge and Understanding Skills Depth of understanding of the application of relevant skills to the job described: - Appropriate job selected, - Appropriate qualifications considered - Job description clear, detailed and relevant to selected job				
		6	6		
		6	5		
		8	8		
3	Cognitive and Intellectual Skills Explanation of the work undertaken by someone performing the job described. - Job described appropriate to the job description - Requirements for the job related to application in the job - Explanation of the job clear and detailed				
		4	4		
		10	8		
		6	6		
4	Practical Skills				
	- There is a clear and detailed job description describing qualifications and skills required for the Job chosen - A description of the work that the person doing that job would be doing in that company.	15	1		
		15	1		
5	Transferable Skills for Life and Professional Practice Presentation of a suitable report standard, using headings, headers and footers and features of word effectively to create a professional piece of work.				
		10	1		
			0		
	Totals	100	89	0	0
					36
1st Marker Name	Daniel Sergeant	1st Marker Signature	D.Sergeant		
2nd Marker Name		2nd Marker Signature			
3rd Marker Name		3rd Marker Signature			

← AGREED MARK AWARDED

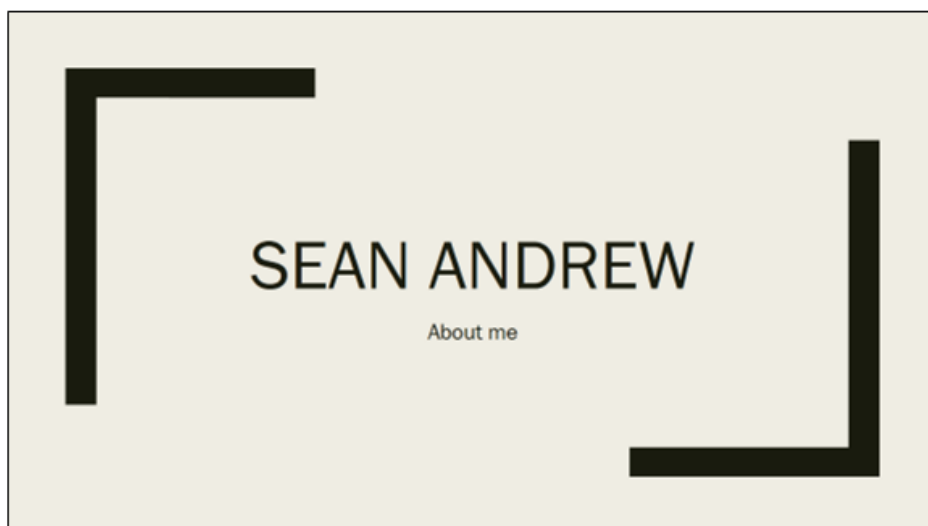
Reasons for awarding the final mark where there is more than one marker

Type 1: second (or double) as sampling or moderation has been used

Notes:

- 1 The 3rd marker may be used where there is more than a 10 percentage point difference (in the TOTAL mark) between markers 1 and 2 OR when it is not possible to get agreement between markers 1 and 2. Reasons must be given where an agreed mark is given.
- 2 This form is for internal use only and is NOT to be returned to the student. The final agreed marks must be transferred to the student feedback sheet in the assignment specification.
- 3 The external examiner MUST be shown this form.

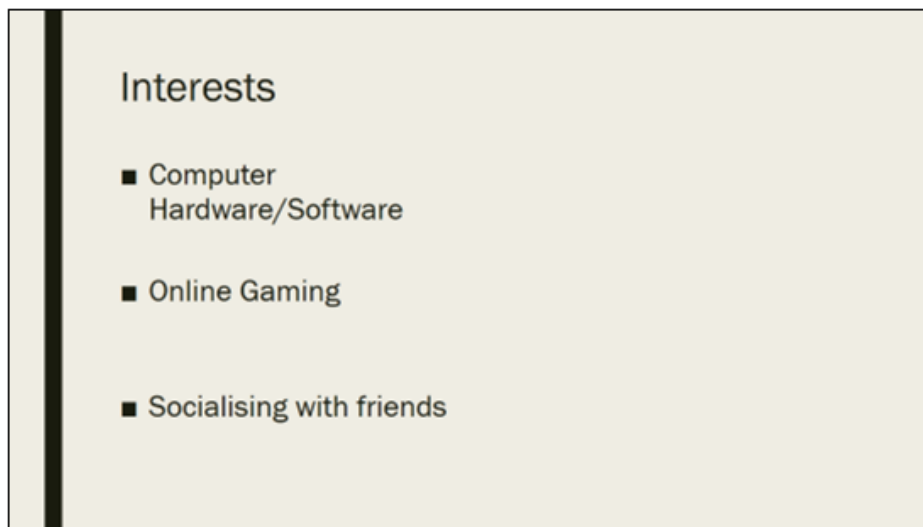
My PowerPoint presentation with notes



Click to add text



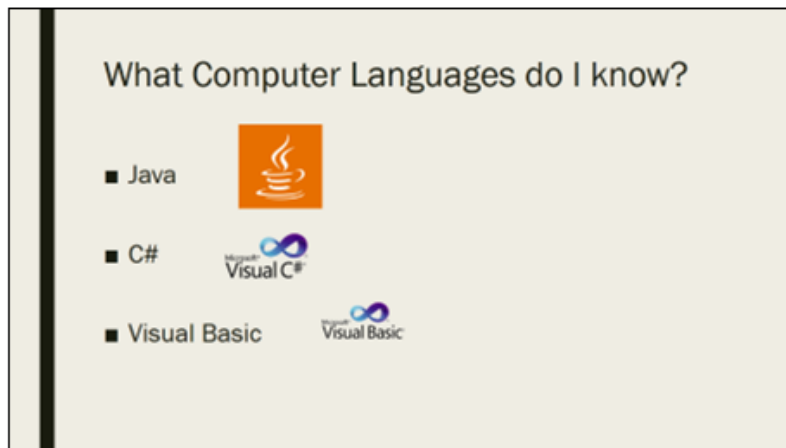
What interests me in IT: What interests me in IT is how all the hardware of a computer works together and functions properly as well as hardware on a network. I am aiming to study and learn about how these different hardware work together so I will be able to make and maintain networks.



Computer Hardware/Software – One of my hobbies is keeping up to date with all the new and latest software and hardware of all different kinds of technology, mainly PC. Hardware ranges from new Graphics cards to CPUs, Motherboard etc...

Online Gaming – Another of my hobbies is playing games online with my friends. I regularly socialise with my friends online and play all different kinds of games online which can help me in the real world with my problem solving due to it requiring me to think and plan ahead.

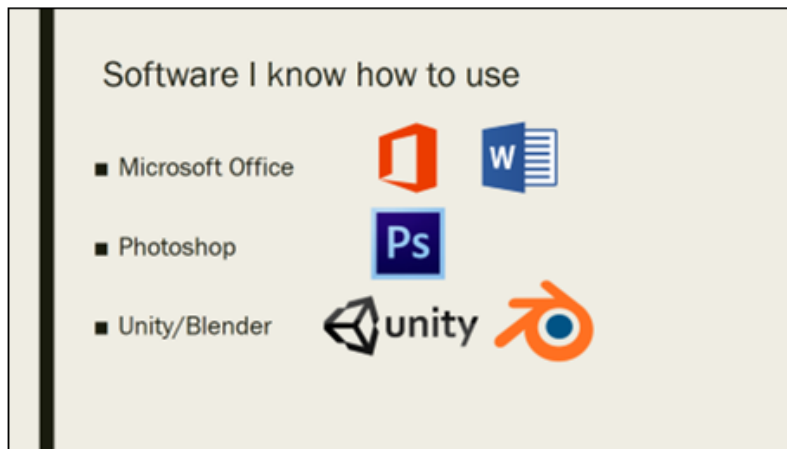
Socialising with friends – Another of my hobbies is socialising with friends which I do everyday online over VOIP programs while playing game with them.



Java- I used Java when I was in college to make a game for one of my assignments, I made a survival game where there was an AI enemy which chased the player around the screen trying to catch them, the players objective was to run and survive as long as possible.

C#- I am currently learning C# in Uni and find it really flexible compared to the other languages I know so far, I feel like C# is a lot more easier to learn and this is my strongest language yet. However I don't know a lot about it yet as I am currently learning more and more about it.

Visual Basic-I used Visual Basic back when I was doing A Levels and I had to make a database program with a login and password for security, this was one of my least favourite languages to learn as I couldn't get to grips with it.



Microsoft Office – I have been using Microsoft office and other word processing programs almost all my life throughout primary school all the way until Uni today, these programs range from Microsoft Word to Excel, Access, Publisher etc...

Photoshop - I have been using Photoshop and other photo editing programs since I was little where I used to mess around with photos I would find online and just discover what they do and learn how it works.

Unity/Blender – These pieces of software I am using now and then to make models and avatars for games that I play and upload them into the game allowing me to use them in game, in these software I am able to morph models, rig models and tweak them to how I want them, I am still learning more and more things in them too.

Powerpoint Feedback

Feedback comments

—

Presentation is OK, but lots missing from your CV- see my example, chat to me as you are not doing yourself a service. The CV can be more positive and detailed.

CV Up to Date

“

Address: 6 Tonnent Road
Copper Quarter
Swansea
SA1 7FE

Name: Sean Andrew

D.O.B: 17/09/1997

Date Due: 6th May

Mobile No: 07745341752

Primary School: Hafod Primary School, Odo Street, Swansea

Comprehensive: Pentrehafod School, Pentremawr Road, Hafod, Swansea:
4 GCSE (Inc. Mathematics, Welsh, Science Grade, Art C or above).

College: Gower College, Gorseinon:
2 Year course: BTEC Level 3 Extended Diploma for ICT Practitioners (Grade = DMM). Photography

PRESENT EMPLOYMENT:

Work Experience (Hafod Primary School) – While in secondary school we had to find a work placement to use for work experience, I went to my primary school that was taking on next to me to get some experience of what it's like to be in some sort of workplace. In there I had to help the teachers with tasks and the pupils might need help with something they don't understand.

Best Sellers – In the summer holidays of my last year in secondary school I decided to look for a job to get some money and experience just before college. When I was there I was introduced to how they work in the workplace and how they deal with customers. After I had been introduced to how they worked there I was left then to deal with customers that might come in wanting to repair their devices or buy protective cases for their phones or tablets.

HOBBIES & INTERESTS:

Gaming – Gaming is one of my biggest hobbies as I have been doing it since I was little, I have built my own pc out of parts that I have bought myself to make a pc that is suitable for my needs when it comes to gaming.

Computers – I have always wanted to build my own pc but I was unable to as I didn't know how to and what was needed before I started college. Before college all I used to do was open my consoles and do small repairs or clean them every month. I have also been teaching myself a lot of different languages and editing software which is being used often in the industry like Unity, Blender and am currently learning C# in Uni which will help me further in those programs. By learning these programs it will allow me to have a head start if I was to get a job in game

development as I will have some basic understanding in how they work and be able to pick up new skills faster.

PERSONAL STATEMENT:

I would consider myself to be a friendly character who can be relied upon to get work done by working in a team or by myself to meet deadlines. I always try to keep being productive in my spare time when I have nothing to do, for example in my spare time when I have nothing to do I usually try to teach myself to use Unity as I currently am trying to make models for a game that I play online with my friends.

REFERENCES:

Adrian Hone, Head of ICT for Gorseinon College.

“

My skills health check results

Your results - Personal style and your approach to looking for a job

Your personal style may affect the way that you look for work and how you explore your job options.

Some aspects of looking for a job may be well matched to your personal style.

Other aspects of looking for a job may not be such a good match, and you may tend to avoid or put them off.

What comes most naturally to you when looking for a job

You are more likely to do the things that come most naturally. Make the most of this and focus on using these qualities when you are looking for a job.

- You are likely to enjoy spending time with other people. This may help you to come across as friendly and sociable in assessment situations.
- You are likely to keep your emotions under control. This may help you bounce back when things don't go your way, for example when a job application has been turned down.
- You are likely to enjoy keeping busy. This is likely to help you be energetic and maintain motivation when looking for work.
- You are likely to take a well organised approach looking for work. This can be especially helpful when filling in application forms or keeping track of applications.

My SFIA Check List

Category	Subcategory	Skill	Code	1	2	3	4	5	6	7
Strategy and architecture	Information strategy	IT governance	GOVN					5	6	7
		Information management	IRMG				4	5	6	7
		Information systems co-ordination	ISCO						6	7
		Information security	SCTY			3	4	5	6	
		Information assurance	INAS					5	6	7
		Information analysis	INAN			3	4	5	6	7
		Information content publishing	ICPM	1	2	3	4	5	6	
	Advice and guidance	Consultancy	CNSL					5	6	7
		Technical specialism	TECH				4	5	6	
	Business strategy and planning	Research	RSCH			3	4	5	6	
		Innovation	INOV					5	6	

Technical strategy and planning	Business process improvement	BPRE			5	6	7		
	Enterprise & business architecture development	STPL			5	6	7		
	Business risk management	BURM		4	5	6	7		
	Sustainability strategy	SUST			5	6			
	Emerging technology monitoring	EMRG		4	5	6			
	Continuity management	COPL		4	5				
	Software development process improvement	SPIM			5	6	7		
	Sustainability management for IT	SUMI			5	6			
	Network planning	NTPL			5	6			
	Solution architecture	ARCH			5	6			
	Data management	DATM		4	5	6			
	Methods and tools	METL		4	5	6			
	Business change	Business change implementation	Portfolio management	POMG			5	6	7
			Programme management	PGMG				6	7
			Project management	PRMG		4	5	6	7
Portfolio, programme and project support			PROF	2	3	4	5		
Business change management		Business analysis	BUAN		3	4	5	6	
		Requirements definition and management	REQM	2	3	4	5	6	
		Business process testing	BPTS			4	5	6	
		Change implementation planning & management CIPM				5	6		
		Organisation design and implementation	ORDI			5	6		
		Benefits management	BENM			5	6		
		Business modelling	BSMO	2	3	4	5	6	
		Sustainability assessment	SUAS			4	5	6	
Relationship management		Stakeholder relationship management	RLMT			4	5	6	7
Skills management		Learning and development management	ETMG		3	4	5	6	7
		Learning and development assessment	LEDA		3	4	5	6	

		Learning design and development	TMCR		4	5						
		Learning delivery	ETDL		3	4	5					
		Teaching and subject formation	TEAC				5	6				
		Resourcing	RESC				5	6				
		Professional development	PDSV			4	5	6				
Category	Subcategory	Skill	Code	1	2	3	4	5	6	7		
Solution development and implementation	Systems development	Systems development management	LMG ^D					5	6	7		
		Data analysis	TAN ^D		2	3	4	5				
		Systems design	ESN ^D		2	3	4	5	6			
		Network design	TDS ^N					5	6			
		Database/repository design	BDS ^D		2	3	4	5	6			
		Programming/software development	ROG ^P		2	3	4	5				
		Animation development	DEV ^A			3	4	5	6			
		Safety engineering	FEN ^S			3	4	5	6			
		Sustainability engineering	UEN ^S				4	5	6			
		Information content authoring	NCA ^I	1	2	3	4	5	6			
		Testing	EST ^T	1	2	3	4	5	6			
	Human factors	User experience analysis	NAN ^U			3	4	5				
		Ergonomic design	CEV ^H			3	4	5	6			
		User experience evaluation	SEV ^U		2	3	4	5				
		Human factors integration	FIN ^H					5	6	7		
		Systems integration	NT ^{SI}		2	3	4	5	6			
	Installation and integration	Porting/software integration	ORT ^P			3	4	5	6			
		Systems installation/decommissioning	SIN ^H	1	2	3	4	5				
Service management	Service strategy	IT management	MG ^{IT}					5	6	7		
		Financial management for IT	MIT ^F				4	5	6			
	Service design	Capacity management	PMG ^C				4	5	6			
		Availability management	VMT ^A				4	5	6			

	Service transition	Service level management	LMO ^S	2	3	4	5	6	7		
		Service acceptance	EAC ^S			4	5	6			
		Configuration management	FMG ^C	2	3	4	5	6			
		Asset management	SMG ^A			4	5	6			
		Change management	HMG ^C	2	3	4	5	6			
		Release and deployment	ELM ^R		3	4	5	6			
	Service operation	System software	YSP ^S		3	4	5				
		Security administration	CAD ^S		3	4	5	6			
		Radio frequency engineering	FEN ^R	2	3	4	5	6			
		Applications support	SUP ^A	2	3	4	5				
		IT operations	OP ^{IT}	1	2	3	4				
		Database administration	BAD ^D	2	3	4	5				
		Storage management	TMG ^S		3	4	5	6			
		Network support	TAS ^N	2	3	4	5				
		Problem management	BMG ^P		3	4	5				
		Service desk and incident management	SUP ^U	1	2	3	4	5			
		IT estate management	CMA ^D		3	4	5	6			
		Procurement and management support	Supply management	Procurement	ROC ^P			4	5	6	7
				Supplier relationship management	URE ^S	2	3	4	5	6	7
				Contract management	CM ^{IT}			4	5	6	
			Quality and conformance	Quality management	UMG ^Q				5	6	7
				Quality assurance	UAS ^Q		3	4	5	6	
				Quality standards	UST ^Q	2	3	4	5		
				Conformance review	ORE ^C		3	4	5	6	

Sean Andrew

Academic and Employability

		Safety assessment	S FAS				5	6	
		Technology audit	T AUD			4	5	6	7
Client interface	Sales and marketing	Marketing	M KTG	3		4	5	6	
		Selling	S ALE			4	5	6	
	Client support	Account management	A CMG				5	6	
		Sales support	S SUP	1	2	3	4	5	6
		Client services management	C SMG			3	4	5	6

Date Due: 6th May

MARKING CRITERIA and STUDENT FEEDBACK

This section details the assessment criteria. The *extent* to which these are demonstrated by you determines your mark. The marks available for each criterion are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement

Common Assessment Criteria Applied	Marks Available	Marks Awarded
1. Engagement with Literature Skills		
Good and appropriate use of referencing , however very limited bibliography and reading log does not cover whole course- in class sources not used although in appendix. Some good notes in journal not transferred! Comments left in by student not appropriately turned into references and bibliography as required in class discussions.	20	7
2. Knowledge and Understanding Skills		
No SWOT, no dated action plan, backup strategy discussion good about relevant issues.	20	8
3. Cognitive and Intellectual Skills		
No consideration of wider skills outside school or college, no dates, no discussion of wider qualifications for the career wanted. Alternative qualifications and routes possible to achieve this also missed.	20	4
4. Practical Application Skills		
Powerpoint in appendix very good, Skills required are a lower level than those at HE especially in employment, reading log incomplete, Time management and self-organisation incomplete. No evaluation of skills beyond those set in class.	20	13
5. Transferable Skills for Life and Professional Practice		
Nicely organised, although “time management and self-organisation” section ends in the middle of the sentence so no proofreading! CV needs to be brought up to date, lacks emphasis on IT skills. Appropriate Appendices.	20	4

Assignment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Late Submission Penalties (tick if appropriate)		43
	Up to four weeks late		
	1st/2nd/3rd attempt?	1st	