

**BA ASSIGNMENT SPECIFICATION**

Student name:		Student P number:	
Programme:	BA Leisure, Events, Tourism and Sport Portfolio		
Module:	Applied Personal and Professional Development	Module Level (4, 5, 6):	4
Module code:	M1X 9040	Contribution to Overall Module Assessment (%):	50%
Lecturer:	Angela Masurier	Internal Verifier:	Karen Jones
Assignment Title:	Personal Development, Self-Management and Reflection	Assignment No (x of x):	1 of 2
Hand Out Date:	25/10/2011	Submission deadline:	06/03/2012
Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, Refer. Only Year Tutors and the Programme Director may grant an extension (see handbook for guidance)			

Referencing:	In the main body of your submission you must give credit to authors on whose research your work is based (Harvard system of referencing)). Append to your submission a reference list / bibliography that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication).		
Disclosure:	I declare that this assignment is all my own work and that I have acknowledged all materials used from the published or unpublished works of other people. All references have been duly cited.		
Student's Signature:		Date:	

Learning Outcomes tested (from module syllabus)	Assessment Criteria To achieve each outcome a student must demonstrate the ability to:
Reflect on the benefits and challenges associated with the academic career and software skills used in the production of the portfolio of work.	- Document the results of a personal skills audit at entry to the programme of study that identifies strengths to build on and areas for improvement. - Produce written work that identifies the skills required for successful higher education and employability. - Identify the 'skills gap' and generate a written action plan to address the learning objectives required. - Produce a written reflection upon the application of the study and software skills learned and the benefits and challenges experienced from their use.

- Please submit the assignment parts in a suitable report folder– not in polypockets.
- The assignment specification (including tasks, marking scheme and coursework feedback form) should be at the front of the submission. Assignments will not be accepted without a specification as it is a requirement that you sign the disclosure regarding referencing convention.
- An electronic version of the assignment must be submitted to Turnitin (via Moodle)

TASK DESCRIPTION

You are required to produce a Webfolio in PebblePad comprised of two sections:

Section 1: Self-evaluation

- Conduct a *personal skills audit*;
- Produce written work that identifies the skills required for successful higher education learning;
- Based on your self-evaluation, *identify the 'skills gap'* that exists for you personally;
- Create an *Action Plan for the Academic Skills* you needed to attain.

(Weighting: 40%)

Section 2: Reflective writing

- Choose five topics from the Applied Personal and Professional Development module and complete a blog (PebblePad) for each topic of approximately 250 words each. In each entry you should reflect and evaluate on your experience of the study skills learned – e.g. report writing, learning process, presentation techniques, referencing conventions, exam techniques, etc.)

(Weighting: 50%)

Structure and presentation of Webfolio: (professionalism, correct spelling, grammar, punctuation, appropriate sections, flow of narrative/fluency, coherence. Correct use of referencing to denote authorship with reference list appended.)

(Weighting: 10%)

PLEASE SUPPLY A CD/DVD DISK OR MEMORY STICK CONTAINING YOUR WEBFOLIO AND SUPPORTING EVIDENCE, WHICH MUST BE ATTACHED TO THE BACK COVER OF THE REPORT FOLDER IN A SUITABLE ENVELOPE.

Guidelines for the reflection and evaluation

- What challenges have you faced during the topic and how did you deal with those challenges.
- Has this had any impact on your academic confidence?
- Things you have found about yourself, has there been any changes in your attitude and motivation.
- How effective has your learning been in terms of usefulness, both now and in future learning and how do you feel it has extended the knowledge and skills you need in higher education?
- Make appropriate references to other modules you undertake as part of your programme of study by giving examples of when you have used the skills achieved through the Applied Personal and Professional Development module in other subjects e.g. Note taking, referencing, etc.
- Did you realise what level and type of skills you would need to succeed in higher education before you started this module?
- Do you feel more able to cope with the amount of work you will be expected to complete on a higher level course?
- Include evidence of further reading in your reflection and give credit to the authors' work.

The Webfolio should be:

- Word processed
- Inclusive of a list of references / bibliography (where applicable), following the Harvard Referencing System
- Presented to the School Office on the submission date given

COURSEWORK FEEDBACK TO STUDENTS

Task or skill No	Criteria on which the marking is based (marking scheme) and lecturer feedback/suggestions for improvement on each area. (This may be task-based or skills-based.)	Marks available	Marks awarded	2 nd marker
1	Self-evaluation (must involve a personal skills audit using appropriate examples to demonstrate skills and qualities, adequate coverage of written work that identifies skills required for successful HE learning, clear identification of skills gap, generate a written action plan (PebblePad) to address the learning objectives required.)	40		
2	Reflective writing (reflection on topics in terms of learning, achievements, personal development and academic skills, include personal examples of benefits gained, challenges encountered and lessons learned.)	50		
3	Structure and presentation of Webfolio (professionalism, correct spelling, grammar, punctuation, appropriate sections, flow of narrative/fluency, coherence. Correct use of referencing to denote authorship with reference list appended.)	10		
	TOTAL	100		

Referencing (please tick)	Serious deficiency	Needs some improvement	Satisfactory	Good
Referencing system (in-text)				
Reference list				
Suggestions for improvement				

Second Marker's Comments:			
Second Marker's Signature:		Date:	

Generic Grading Criteria (Degree)

0-35	A mark in this range is indicative that the work is below the standard required at the current level of your Degree programme. Work falls short of the threshold standards in relation to one or more of knowledge, intellectual, subject based or key skills. Work is based on only minimal understanding, application or effort. It will offer only very limited evidence of familiarity with knowledge or skills appropriate to the field of study or task and/or demonstrate inadequate capability in key skills essential to the task concerned. It may address the assessment task to some extent, or include evidence of successful engagement with some of the subject matter, but such satisfactory characteristics will be clearly outweighed by major deficiencies across remaining areas. Other reasons for failing the coursework may include excessive absenteeism; academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
35-39	A mark in this range is indicative that the work is below, but at the upper end is approaching the standard required at the current level of your Degree programme. Whilst some points are correctly presented there are serious errors and/or omissions and/or irrelevant material. It indicates work of an insufficient standard. It will show very limited knowledge or understanding of the relevant subject area, and display weak writing and analytical skills and/or poor application of technique. Writing will exhibit weak grammar, very inadequate or absent references and/or bibliography and may contain major factual errors. Quantitative work will contain significant errors and incorrect conclusions.
40-49	A mark in this range is indicative that the work is of an acceptable standard at the current the level of your Degree programme. Work demonstrates some familiarity with and grasp of a factual/conceptual knowledge base for the field of study and/or ability to employ specialist skills, but only just meeting threshold standards. Work may be characterised by some significant errors, omissions or problems, but there will be sufficient evidence of development and competence. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may not be possible to follow the logic and reasoning leading to the results obtained and the conclusions reached.
50-59	The work is of a satisfactory to very satisfactory standard at the current level of your Degree programme. Work demonstrates ability to evaluate new information, concepts and evidence from a range of sources and generate ideas through the analysis of concepts at an abstract level. Arguments and issues will be discussed and referenced, but these may not be fully documented or detailed. The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and apply required methods/techniques. There will be no serious omissions or inaccuracies. There will be good evidence of ability to take responsibility for own learning including the selection and use of relevant techniques and applying creative skills. With quantitative work it should be possible to follow the logical steps leading to the answer obtained and the conclusions reached.
60-69	A mark in this range is indicative of that the work is of a very good standard for the current level of your Degree programme. Work of commendable quality commanding wide ranging specialised technical, creative and/or conceptual skills. There will be consistent evidence of capability in all relevant subject-based skills, including the ability to self-evaluate and work autonomously and to use effectively specified techniques in appropriate contexts. Writing work will make excellent use of appropriate, fully referenced, detailed examples and there will be clear evidence of analysis, synthesis and evaluation. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
70-84	A mark in this range is indicative that the work is of an excellent standard for the current level of your Degree programme. Work is based on a rigorous and broad knowledge base, demonstrating ability to analyse, synthesise, evaluate concepts and/or interpret and describe the creative expression and the associated workflow process including both the design and development/production considerations. The work will go beyond that provided on reading lists and include independent work. There will be strong evidence of competence across a range of specialised skills and the capability to operate autonomously. The work will exhibit excellent levels of knowledge and understanding, with elements of originality and flair.
85-100	A mark in this range is indicative of outstanding work. Marks in this range will be awarded for work that exhibits excellent levels of knowledge and understanding throughout with substantial elements of originality and flair. The work will demonstrate a broad range of critical reading that goes well beyond that provided on reading lists. Marks at the upper end of the range will indicate that the work is of publishable, or near publishable academic standard.