SWANSEA METROPOLITAN UNIVERSITY
PRIFYSGOL FETROPOLITAN ABERTAWE

Faculty of Business and Management/Cyfadran Busnes a Rheolaeth

RESULT

HNC/D ASSIGNMENT SPECIFICATION

Student name:		**Student P number:**	
Programme:	**HND/C Business Portfolio**		
Module:	**Applied Personal & 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:**	**21/02/2012**
Penalties for late submission: Up to one week late, maximum mark of a PASS grade. 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, title of book, 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I declare that this assignment is all my own work and that I have acknowledged all materials used from the published or unpublished works of other people.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.)	% weighting available	Grade awarded	2nd 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 (HNC/D)	
Referred / Fail	**The work is far below the standard required at the current level of your Higher HNC/D 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 inadequate or absent references and/or bibliography and may contain major factual errors. 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. Quantitative work will contain significant errors and incorrect conclusions. Other reasons for failing the coursework may include academic dishonesty (cheating), plagiarism or failure to participate in teamwork.
Pass	**The work is of an acceptable standard at the current level of your HNC/D programme.** The work will be mostly accurate and provide some evidence of the ability to analyse, synthesise, evaluate and/or apply standard methods/techniques. There will be no serious omissions or inaccuracies. Writing may be poorly presented without properly laid out referencing/bibliography, or in the case of quantitative work, it may be difficult to follow the logic and reasoning leading to the results obtained and the conclusions reached. Work may be characterised by some errors, omissions or problems, but there will be sufficient evidence of development and competence.
Merit	**The work is of a good to very good standard for the current level of your HNC/D programme.** Work of commendable quality based on a strong factual/conceptual knowledge base for the field of study and/or effective application of skills and techniques relevant to the assessment task. There will be clear evidence of analysis, synthesis, evaluation and application. Writing will make use of appropriate, fully referenced, detailed examples. Any quantitative work will be clearly presented, the results should be correct and any conclusions clearly and accurately expressed.
Distinction	**The work is of an excellent standard for the current level of your HNC/D programme.** Work is based on a broad knowledge base, demonstrating sustained ability to analyse, synthesise, evaluate and interpret concepts, principles and/or data within the field of study and/or creative and original application of relevant skills and techniques. The work will go beyond that provided on reading lists and include independent argument/application.