

EMPL4002: Digital Literacy (Assignment Task Breakdown)

Learning Outcome 1	Assignment Part 1	Assignment Report	Student Focus
<i>Evaluate the appropriate use of technology (including mobile devices) to improve workplace efficiency and employability</i>	Choose any two of the following devices/applications and examine their usefulness in the workplace. ➤ Web based Email ➤ iPad/Android/ Other Tablet ➤ SmartPhones ➤ Cloud File Storage ➤ Web Conferencing ➤ Office applications online (in the cloud)	Describe how each of the chosen devices/applications may be used in the workplace. Discuss how each device could help to improve efficiency in the workplace - giving some practical examples. Explain how each device might increase employability	Find out what each device/application is, what it is used for and how it might be used in the workplace. Answer the following questions in your report; What are the benefits of using these applications/devices? How could they improve workplace efficiency? How might being able to use these technologies increase staff employability?
Learning Outcome 2	Assignment Part 2	Assignment Report	Student Focus
<i>Demonstrate appropriate use of technology and its applications in the workplace</i>	Create your own professional accounts (to be used for work) in the following social networks. LinkedIn Twitter Facebook	Which network(s) do you think might help you most in your search for work or a better job? How? How would you use each one in the workplace? What advantages are there to using these networks in the workplace? What disadvantages? Which network(s) do you prefer? Why?	Ensure the accounts created are appropriate for work – name, profile picture etc - and keep them separate from personal social network accounts Investigate the differences and similarities between each social network. Communicate with other class members and tutors using these networks. Find out how you can get in touch with (or obtain information from) people, companies and public sector organisations

Learning Outcome 3	Assignment Part 3	Practical Submission	Student Focus
<i>Organise knowledge and learning through use of a range of information resources and present work at the appropriate level</i>	Produce a PebblePad Employability Webfolio (to be shown to prospective employers) containing the following: Embedded CV Reflective Journal Images/files Web Links Video	Attractive Webfolio design/layout Webfolio includes: CV from database Journal Images Files Links Video Webfolio is successfully published to gateway for assessment	You will need to: Complete the online 'About Me' database in PebblePad Create a suitable CV from this data Begin a short reflective journal (in PebblePad) and document your experiences whilst undertaking this assignment. What have you learned? What did you like best/least about the tasks? Which devices /tasks would you like to use yourself? Why? Add the Journal and CV to the webfolio together with links files images etc to make the webfolio more attractive and interesting.