

Presentation – Peer-Evaluation Sheet

Which aspect(s) of the Presentation went well?	
Which aspect(s) of the Presentation would you improve?	
What lessons did you learn from witnessing other students' presentations?	
What audio/visual aids did they use, and how effective were they?	
Any other comments?	

Assessment Components

1. Annotated CV.

This document should be a **factual** document with no personal statement and no reflection.

Examples of what could be included:

- Personal details
- Academic Qualifications
- Personal/extra-curricular Achievements
- Awards / Honours
- Publications
- Membership of official bodies
- Work / work experience
- Activities / Hobbies
- Skills
- Courses / conferences attended
- Chronological – most recent first
- Avoid judgement
- Voluntary work

2. Annotated Job description

The job description is likely to be a key source of information when you start looking at the Training Needs Analysis (TNA) and Personal Development Plan (PDP). The term 'job description' should be thought of as one which encompasses any work done, whether it is paid or unpaid.

A formal job description provided by your employer may be a starting point - but you will need to add to it to ensure that it gives as full and accurate a picture of your work role as possible.

Provide a brief commentary on each aspect of your current role. Include a short description of each task and its relative importance within the whole job and your level of responsibility. Concentrate on the knowledge and skills which are required to do each task.

- Provide an organisation chart showing the position (use job titles only)

3. Training Needs Analysis (TNA): An opportunity to identify any gaps in your training and to plan for future training. Electronic template on Moodle.

4. Personal Development Plan (PDP): An opportunity to plan your learning. An electronic template can be found on Moodle.