

Tutor note Student submitted on-time via email.

by Mark Anthony Williams

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Assignment 1

Mark Williams

15/03/2021

Essential skills for working and study

<https://2022279.wixsite.com/marksstudentsite>

HOME

**ESSENTIAL SKILLS
WORK AND STUDY**

E-PORTFOLIO

**AUTOMATIC
REFERENCING
TOOL**

Essential skills for study and the work place

Assignment 1
Task 1 - A&B



Ref doc



Essential skills for study and employment

Mark Williams

08/02/2021

a)

NHS Wales Informatics Service, named "best place to work in IT" in Nov 2020 by the British Computer Society lists "Good communication and problem-solving skills, Ability to learn new technologies, the ability to analyse and resolve IT issues, the ability to establish good working relationships with people at all levels." [3]

While this is from a job advertisement these skills are also essential for study, for example good communication and establishing good working relationships is a vital part of studying as stated in an article titled "Employability Skills: A Review," that non-qualification skills such as communication were essential for employers. [1] Being able to effectively relay your thoughts and ideas to your class and tutors will help you understand what is required for each task that has been set and gives you a greater understanding of the subject.



Communication has been a key skill since humans began working together [4] and is one of the most essential skills you can possess within study and employment, communication within the workplace allows for ideas to be shared and will help develop yourself, the company and overall create a bond between colleagues helping improve the environment. Another essential skill that is highly looked-for within study and employment is the desire to continue to learn and self-develop. [2] I believe this essential skill will be vital for myself when I graduate, because of the continuously development of technology and software, the desire to continue to learn new things is not only essential but critical.

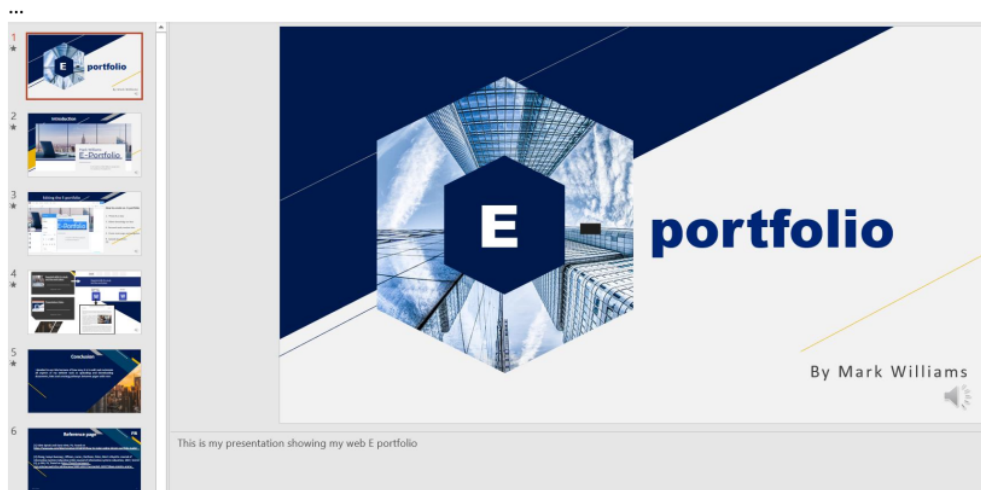
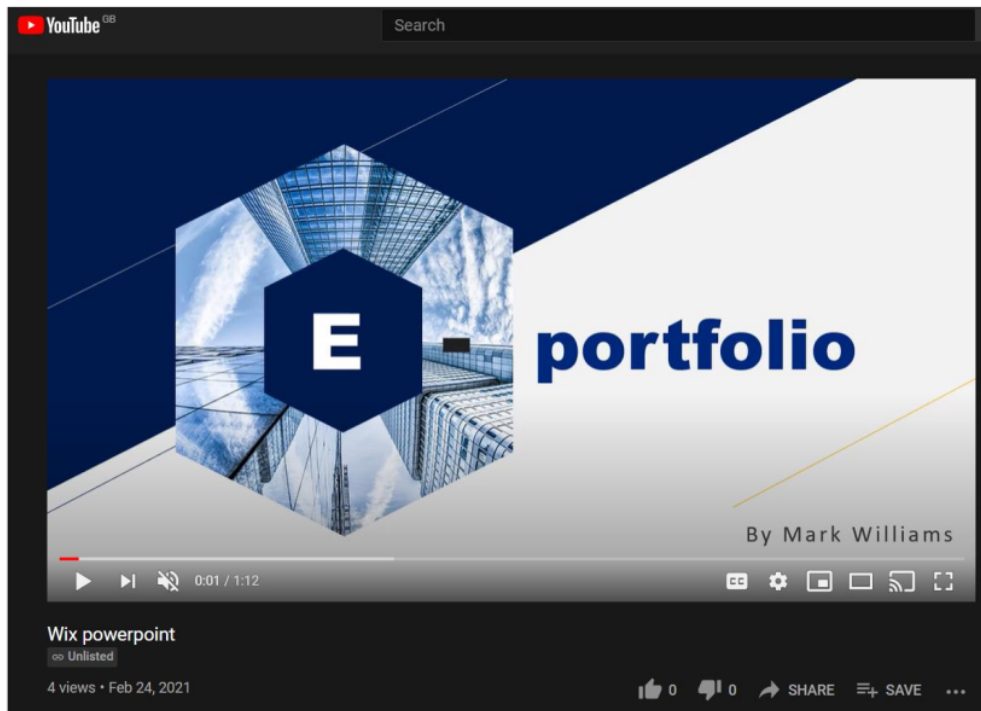
Creating an E-portfolio website and making a video presentation

E-portfolio

Powerpoint and Video

Video

PowerPoint



Automatic referencing tool

Automatic referencing tool

Automatic referencing tool

Click to download document

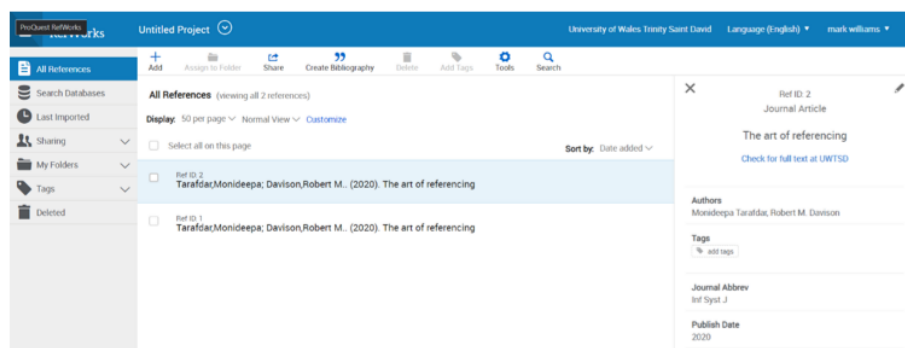
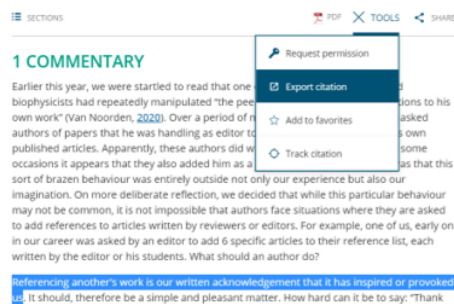
Automatic Referencing tools

Mark Williams

26/02/2021

When writing an assignment, you want to make sure what you are typing is credited and reliable, this is why referencing is important, as it shows what you are researching and reading. It also confirms the information that you are collecting is from a relevant source.[3] Referencing also stops the plagiarism of other people's work, which is not only illegal but without referencing the information could be incorrect "Referencing another's work is our written acknowledgement that it has inspired or provoked us." [1]

Above is from an article I found on the University library and to reference this I used Refworks, which allows me to export citations as shown in the picture. This then finds the correct information about who wrote the article and presents this information in the correct referencing format to be used within my assignments as shown in the picture below.



Poster

Becoming an effective Team Member

Life is a team sport

In a team we discussed the benefits of working within a team and what skills are essential for both study and work and were tasked with creating an academic poster to show our ideas and findings from the unit we participated in "Becoming an effective team member".



Team work – PowerPoint stock images

Excellent team working skills

Good Communication
Open minded

Benefits of working in a team

Self improvement
Open mindedness

Links to all documents

Website

<https://2022279.wixsite.com/marksstudentsite>

Essential skills for work and study



Essential skills for
study and employer

E-portfolio site and video presentation

<https://2022279.wixsite.com/marksstudentsite>

https://www.youtube.com/watch?v=Ny0_o95ApLA



Wix presentation
(2).pptx

Automatic referencing tool



Automatic
Referencing tools.doc

Poster



Becoming an
effective team membe

Tutor note Student submitted on-time via email.

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

Instructor

76/100

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

PAGE 6

PAGE 7

GRADING FORM: UWTSD GRADING FORM

MARK ANTHONY WILLIAMS

76

1. RESEARCH LITERATURE

Extent of research and/or own reading, selection of credible sources, application of appropriate referencing conventions.



Written summary: + Good use of citations, appropriate and correctly formatted reference list.

15.5

E-Portfolio creation Video Pres.: + Some good use of citations. + Reference list. – 1/2 additional citations and sources could be added. Auto. Ref. tool: + Good use of citations. + formatted reference list. Academic poster: + Some good use of citations. + Largely formatted reference list.

2. KNOWLEDGE AND UNDERSTANDING

Extent of knowledge and understanding of concepts and underlying principles associated with the discipline.

14.5



Written summary: + Good. Relevant summary of essential skills for study and employment documented with a supporting image. + TURNITIN similarity check complete. - Grading not complete. E-Portfolio creation Video Pres.: + Good overview and showcase of e-portfolio provided in video format. + enhanced with some use of some supporting citations. Auto. Ref. tool: + Good use of screenshots with accompanying narration to demonstrate knowledge and understanding of how to use an Automatic Referencing tool. + Clearly documented. – Use of Refworks with word to create a reference list could be documented with an accompanying screenshot. Academic poster: + Good coverage of some Unit 4 topics. – Some additional Unit 4 topics could be covered.

3. ANALYSIS

Analysis, evaluation and synthesis; logic, argument and judgement; analytical reflection; organisation of ideas and evidence.



Written summary: + Evidence of relevant analysis documented for both parts. -Grading analysis not complete. E-Portfolio creation Video Pres.: + Good analysis of e-portfolio included. Auto. Ref. tool: + Good analysis of how to use an Automatic Referencing tool. -Analysis could include the use of Refworks with word to create a reference list. Academic poster: + Good analysis of key points included. – Some additional Unit 4 topics could be briefly analysed.

14.5

4. PRACTICAL APPLICATION

Deployment of methods, materials, tools and techniques; application of concepts; formulation of innovative and creative solutions to solve problems.



Written summary: + Good use of TURNITIN and relevant recommendation. E-Portfolio creation Video Pres.: + Good use of relevant web builder and video presentation software. Auto. Ref. tool: + Practical use of an Automatic Referencing tool is clearly documented. Good. Academic poster: + Poster successfully created and shared online.

17

5. PROFESSIONAL PRACTICE

Attributes in professional practice: individual and collaborative working; deployment of appropriate media; presentation and organisation.



Written summary: + Good clear presentation and format. E-Portfolio creation: + Good presentation structure & format and portfolio is easy to use. Auto. Ref. tool: + Good clear presentation,

14.5

structure, and format. Academic poster: + Good format and presentation. + Some evidence of collaboration documented. – clearer indication of reading flow could be included e.g. section numbers or arrows. – Author details could be included. Online content participation: Very Good.