APPENDIX GA36b

LEVEL 5 ASSESSMENT SPECIFICATION

Student name:		**Student ID number:**	
Programme:	**BSc (Hons) Health and Social Care**		
Module:	**Changemakers: Building your Personal Brand for Sustainable Employment**		
Module code:	**BMHP5015_BIRM**	**Contribution to Overall Module Assessment (%):**	**50%** **(Part 2 of 2)**
Lecturer:	**Dr Tayo Korede**	**Internal Verifier:**	
Assignment Title:	**Assignment 2: Written Document**	**Word count (or equivalent):**	**2000 words equivalent (-/+ 10%)**
Submission deadline:	**15/08/2022 – 3pm**	**Return date of provisional marks & written feedback:**	**September 2022**
Submission method:	All written assessments, where practical and possible, must be submitted via Turnitin unless otherwise instructed by the Lecturer. (Please DO NOT put this assessment specification into Turnitin or it will match many similarities with other students' submissions.) **Alternative submission method (if applicable):** **Late submission of the assessment will result in a late penalty mark.** Penalties for late submission: Up to one week late, maximum mark of 40%. Over one week late, 0%. Only the Extenuating Circumstances Panel may approve a change to submission dates.		
Academic honesty / referencing:	Academic honesty is required. In the main body of your submission you must give credit to authors on whose research and ideas your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have used, cited or quoted in order to complete this assessment.		

Module Learning Outcomes (from module syllabus)
• Evaluate personal employability skills and their congruence with the skills required for professional practice in a real or simulated environment. • Build a personal brand and promote a professional identity for a specific opportunity.

TASK DESCRIPTION

Write an assignment up to 2000 words (+/- 10%) addressing the following parts:

Part 1. Using 1500 words - identify the key learning points which you have gained because of completing the Changemakers: Building a Personal Brand for Sustainable Employment module. Draw upon aspects from each of the four units of the module e.g., Brand you, it is a Small World, Opportunity Knocks and The Pursuit of Happiness to identify your knowledge and critically evaluate your understanding of your personal employability skills and their congruence with the skills required for professional practice in a real or simulated environment.

Part 2. Using 500 words - Build a personal development plan (PDP) which identifies skills you will need to be successful in your chosen field and how you plan to develop them in priority under (with predicted dates). An example of a PDP template is provided below.

Module Title: Changemakers – Building Your Personal Brand for Sustainable Employment
Module Number: BMHP5015_BIRM
Component 2 – Written Assignment: 1500 words +/-10%

This guidance provides a structure for Part 1 of Assignment 2.

PART 1 of Assignment 2

Title Page	All of your submissions must include a title page that clearly states your name, your student number, the module code and title, your lecturer's name, and your assignment title. The words in this section **do not count** towards your word limit.
Contents Page	List the different sections of your report with corresponding page numbers. The words in this section **do not count** towards your word limit.
Introduction (≈ 150 words)	This section should introduce your reader to the content of your report, briefly stating what will be discussed and the context. Here you may also highlight key literature that you will be discussing within the report.
Unit 1 – Brand You (≈ 300 words)	Provide an overview of what the whole unit consisted of. Choose **ONE** of the **Topics** within the Unit which you believe had the greatest impact on your personal employability skills. • Topic 1 – Ambition is Critical • Topic 2 – What Drives You? • Topic 3 – The Boundaryless Career • Topic 4 – Boundaryless Skills. **Identify** how the Topic you have chosen above could **apply** to your personal employability development. **Analyse and Critique** using **cited** literature to support your points.
Unit 2 – It's a Small World (≈ 300 words)	Provide an overview of what the whole unit consisted of. Choose **ONE** of the **Topics** within the Unit which you believe had the greatest impact on your personal employability skills. • Topic 1 – No-one is an Island • Topic 2 – Variety is a Spice of Life • Topic 3 – Network Society • Topic 4 – Making Connections. **Identify** how the **Topic** you have chosen above could **apply** to your personal employability development. **Analyse and Critique** using **cited** literature to support your points.

Unit 3 - Opportunity Knocks (≈ 300 words)	Provide an overview of what the whole unit consisted of. Choose **ONE** of the Topics within the Unit which you believe had the greatest impact on your personal employability skills. • Topic 1 – Creating Your Own Luck • Topic 2 – Identifying Career Opportunities • Topic 3 – Opening Doors • Topic 4 – Me.com. **Identify** how the **Topic** you have chosen above could **apply** to your personal employability development. **Analyse and Critique** using **cited** literature to support your points.
Unit 4 – The Pursuit of Happiness (≈ 300 words)	Provide an overview of what the whole unit consisted of. Choose **ONE** of the **Topics** within the Unit which you believe had the greatest impact on your personal employability skills. • Topic 1 – Future Me • Topic 2 – Passion & Perseverance • Topic 3 – Plan, Prepare, Perform • Topic 4 – Career Role Models. **Identify** how the **Topic** you have chosen above could **apply** to your personal employability development. **Analyse and Critique** using **cited** literature to support your points.
Conclusion and recommendations (≈ 150 words)	Summarise the important points that you have made, reiterate literature cited within your report. Include a recommendation on how you plan to progress within your personal employment in the future.
Reference Page	All information sources should be listed in Harvard Style with a full reference for each. UWTSD Harvard referencing guide References should be organised in alphabetical order. You should have used a **minimum of eight** credible and reliable sources of published information. The words in this section **do not count** towards your word limit.
Formatting guidance	Please use Arial Font, size 12. Apply 1.5 line spacing to entire document and please insert page numbers.

Personal Development Plan (PDP) Example

	SKILL	CURRENT ABILITY	TARGET ABILITY	DEVELOPMENT OPPORTUNITY	CRITERIA TO JUDGE SUCCESS	TIME FRAME	EVIDENCE
1st PRIORITY							
2nd PRIORITY							
3rd PRIORITY							

GUIDANCE FOR STUDENTS IN THE COMPLETION OF TASKS

NOTE: The guidance offered below is linked to the five generic assessment criteria overleaf.

1. Engagement with Literature Skills

Your work must be informed and supported by scholarly material that is *relevant* to and *focused* on the task(s) set. You should provide evidence that you have accessed an appropriate *range* of sources, which may be academic, governmental and industrial; these sources may include academic journal articles, textbooks, current news articles, organisational documents, and websites. You should consider the *credibility* of your sources; academic journals are normally highly credible sources while websites require careful consideration/selection and should be used sparingly. Any sources you use should be current and up-to-date, mostly published within the last five years or so, though seminal/important works in the field may be older. You must provide *evidence* of your research/own reading throughout your work, using a suitable referencing system, including in-text citations in the main body of your work and a reference list at the end of your work.

Guidance specific to this assessment:

- *Literature will be cited throughout the work, supporting the points made. General Submission Guidance*
- *All of your written submissions must include a title page that clearly states your name, your student number, the module code and title, your lecturer's name, and your assignment title.*
- *All of your written submissions should be typed in Arial font, size 12.*
- *All of your written submissions should be typed with 1.5 line spacing.*
- *All of your written submissions should have an appropriate structure, include page numbers, and have a reference list.*
- *A minimum of 8 credible and reliable sources of information must be found, referenced and utilised.*
- *A reference list should appear at the end of the assignment in a reference list.*
- *Harvard style referencing should be used throughout (in the text and reference list, ensuring that it is in alphabetical order.*
- *Each reference cited in the text must have a corresponding reference in the reference list.*

2. Knowledge and Understanding Skills

At level 5, you should be able to demonstrate: sound knowledge and critical understanding of the well-established concepts and principles of the subject area and the way in which those principles have developed; knowledge of the main methods of enquiry in the discipline. *Knowledge* relates to the facts, information and skills you have acquired through your learning. You demonstrate your *understanding* by interpreting the meaning of the facts and information (knowledge). This means that you need to select and include in your work the concepts, techniques, models, theories, etc. appropriate to the task(s) set. You should be able to explain the theories, concepts, etc. meaningfully to show your understanding. Your mark/grade will also depend upon the *extent* to which you demonstrate your knowledge and understanding.

Guidance specific to this assessment:

- *Students must demonstrate knowledge and understanding of the importance of being able to build a personal brand for sustainable employment in the academic text drawing upon novel solutions and or value creation.*
- *A secure understanding should be demonstrated by means of consistent reference to relevant published information sources. It should be evident that the student has read the referenced material in the body of your work.*

3. Cognitive and Intellectual Skills

You should be able to critically analyse information, and propose solutions to problems arising from that analysis, including the critical evaluation of the appropriateness of different approaches to solving problems. Your work must contain evidence of logical, analytical thinking, evaluation and synthesis. For example, to examine and break information down into parts, make inferences, compile, compare and contrast information. This means not just describing what! But also justifying: Why? How? When? Who? Where? At what cost? At all times, you must provide justification/evidence for your arguments and judgements. Evidence that you have reflected upon the ideas of others within the subject area is crucial to you providing a reasoned and informed debate within your work. Furthermore, you should provide evidence that you are able to make sound judgements and convincing arguments using data and concepts, with an understanding of the limits of knowledge, and how this influences analyses and interpretations. Sound, valid conclusions are necessary and must be derived from the content of your work. Where relevant, alternative solutions and recommendations may be proposed.

Guidance specific to this assessment:

- *There should be a clear logical argument justifying the focus from the material from units e.g., Brand you, it is a Small World, Opportunity Knocks and The Pursuit of Happiness.*

- *Evidence from the current published academic literature which has been critically evaluated in the body of the text.*

4. Practical Skills

At level 5, you should be able to use/deploy a range of established techniques within the discipline, and apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context. You should be able to demonstrate how the subject-related concepts and ideas relate to real world situations and/or a particular context. How do they work in practice? You will deploy models, methods, techniques, and/or theories, in that context, to assess current situations, perhaps to formulate plans or solutions to solve problems, or to create artefacts, some of which may be creative. This is likely to involve, for instance, the use of real world artefacts, examples and cases, the application of a model within an organisation and/or benchmarking one theory or organisation against others based on stated criteria. You should show awareness of the limitations of concepts and theories when applied in particular contexts.

Guidance specific to this assessment:

- *All points must to made relevant to the questions asked in the assignment brief.*
- *Draw upon any limitations of concepts in the material that you have used to demonstrate the relationship between the academic perspectives and the creativity that shapes society.*

5. Transferable Skills for Life and Professional Practice

Your work must provide evidence of the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making. This includes demonstrating: professional development to advance existing skills and acquire new competences that will enable you to assume significant responsibility within organisations; that you can initiate and complete tasks and procedures, whether individually and/or collaboratively; that you can use appropriate media to effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences; fluency of expression; clarity and effectiveness in presentation and organisation. Work should be coherent and well-structured in presentation and organisation.

Guidance specific to this assessment:

- *The work should be coherent and well-structured so that it flows from one argument to the next, with appropriate introductions and summaries.*
- *Please use Arial 12 font with 1.5 spacing, a title page and appendices if appropriate. You may choose to use subheadings to organise your work into appropriate sections if desired.*
- *Sentences need to be short and employ academic language throughout.*
- *You should add the word count at the end of the assignment.*

STUDENT FEEDBACK FORM

This section details the *extent* to which the assessment criteria are demonstrated by you, which in turn determines your mark. The marks available for each category of skill are shown. Lecturers will use the space provided to comment on the achievement of the task(s), including those areas in which you have performed well and areas that would benefit from development/improvement.

Generic Assessment Criteria	**Marks available**	**Marks awarded**
1. Engagement with Literature Skills		
	20	
2. Knowledge and Understanding Skills		
	20	
3. Cognitive and Intellectual Skills		
	20	
4. Practical Application Skills		
	20	
5. Transferable Skills for Life and Professional Practice		
	20	

	Late Submission Penalties (tick if appropriate)	**%**

Assessment Mark (Assessment marks are subject to ratification at the Exam Board. These comments and marks are to give feedback on module work and are for guidance only until they are confirmed.)	Up to 1 week late (40% Max)		
	Over 1 week late (0%)		

GENERIC ASSESSMENT CRITERIA

Level 5

In accordance with the Framework for Higher Education Qualifications, at the end of Level 5 students will be expected to have developed sound knowledge and critical understanding of the well-established concepts and principles in their field of study, and of the way in which those principles have developed. They will have learned to apply those concepts and principles more widely outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context. They will have knowledge of the main methods of enquiry in the subject area, and ability to evaluate critically different approaches to problem solving. They will possess an understanding of the limits of their knowledge, and how this influences their analyses and interpretations. They will be able to use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis. They will be able to effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively. They will be able to undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations. They will have the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.

Level 5	FAIL	MARGINAL FAIL	SATISFACTORY (3rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1st / Distinction)	EXCEPTIONAL (1st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
Engagement with literature (including reading, referencing, academic conventions and academic honesty)	Little or no evidence of reading and/or reliance on inappropriate sources. Views and findings mostly unsupported and non-authoritative.	Poor engagement with essential reading. No evidence of wider reading. Reliance on inappropriate sources, and/or indiscriminate use of sources.	Engagement with a limited range of mostly relevant and credible sources. Some omissions and minor errors. Referencing conventions	Engagement with an appropriate range of literature, including sources retrieved independently. Some over-reliance on texts. Referencing	Engagement with a wide range of literature, including sources retrieved independently. Selection of relevant and credible sources.	Engagement with an extensive range of relevant and credible literature. Consistently accurate application of referencing.	Exceptional engagement with an extensive range of relevant and credible literature. High-level referencing skills consistently applied.

Level 5	FAIL	MARGINAL FAIL	SATISFACTORY (3rd / Pass)	GOOD (2.2 / Pass)	VERY GOOD (2.1 / Merit)	EXCELLENT (1st / Distinction)	EXCEPTIONAL (1st / Distinction)
Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
	Referencing conventions used incoherently or largely absent.	Heavily reliant on information gained through class contact. Inconsistent and weak use of referencing.	evident though not always applied accurately or consistently.	may show minor inaccuracies or inconsistencies.	Very good use of referencing, with no/very few inaccuracies or inconsistencies.		
Knowledge and understanding (Sound knowledge and critical understanding of the well-established concepts and principles in their field of study; knowledge of the main methods of enquiry in the discipline.)	Major gaps in knowledge with unsatisfactory, uncritical understanding of the subject matter. Much irrelevant material. Substantial inaccuracies. Significantly flawed understanding of the main methods of enquiry in the discipline.	Fragmentary knowledge, with only superficial critical understanding. Some significant inaccuracies and/or irrelevant material. Incomplete or partially flawed understanding of the main methods of enquiry in the discipline.	Limited but adequate knowledge and critical understanding of the well-established concepts and principles within the subject area, with a few gaps in the selection of material. A narrow critical understanding of the main methods of enquiry.	Knowledge is reasonably detailed and accurate. A good critical understanding of the well-established concepts and principles and the main methods of enquiry, with minor gaps in the selection of material.	Knowledge is reasonably extensive. Exhibits very competent critical understanding of the well-established concepts and principles of the subject and the main methods of enquiry. Breadth and depth of knowledge.	Excellent, detailed knowledge and highly critical understanding of the well-established concepts and principles of the subject and the main methods of enquiry.	Exceptionally detailed knowledge and outstanding critical understanding of the well-established concepts and principles of the subject and the main methods of enquiry. May go beyond established theories.
Cognitive and	Wholly or almost wholly	Largely descriptive	Limited attempt at	Some critical evaluation	Sound critical evaluation	Excellent critical	Outstanding critical

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Category	**0-29%**	**30-39%**	**40-49%**	**50-59%**	**60-69%**	**70-84%**	**85-100%**
intellectual skills (Critical evaluation and analysis of concepts and principles; argument and judgement; the limits of their knowledge, and how this influences their analyses and interpretations.)	descriptive work. Little or no critical evaluation and analysis of concepts and principles. Failure to develop arguments, leading to illogical or invalid judgements. Unsubstantiated generalisations or opinion, made without use of any credible evidence.	work, with superficial use of critical evaluation and analysis of concepts and principles. Weak development of arguments and judgements. Information accepted uncritically, uses generalised statements made with scant evidence and unsubstantiated opinions. Ideas sometimes illogical and contradictory.	critical evaluation and analysis of concepts and principles, tending towards description. Some evidence to support arguments and judgements but these may be underdeveloped, with a little inconsistency / mis-interpretation or failure to fully recognise limits of knowledge.	and analysis of concepts and principles, though descriptive in parts. An emerging awareness the limits of their knowledge and ability to use evidence to support the argument though with some tendency to assert/state opinion rather than argue on the basis of reason and evidence. Mostly valid arguments and logical judgements.	and analysis of concepts. Is selective in the range of evidence used and synthesises rather than describes. Ability to devise arguments that show awareness of different stances, and use evidence convincingly, to support appropriate and valid judgements.	evaluation and analysis of concepts and principles leading to logical, evidence-based, reasoned arguments and judgements. Explicit recognition of other stances and a strong awareness of the limits of their knowledge. A capacity for independent thought and ability to 'see beyond the question', suggesting some grasp of the broader field and wider concepts.	evaluation and analysis of concepts and principles. Uses evidence exceptionally well to connect ideas, and support highly logical and persuasive, arguments and judgements. Evidence of independent thought and ability to 'see beyond the question', suggesting a clear grasp of the broader field and wider concepts. Perceptive recognition of the limits of

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Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
							their knowledge, and how this influences their analyses and interpretations.
Practical skills (Apply underlying concepts and principles more widely outside the context in which they were first studied; use a range of established techniques; propose solutions to problems arising from analysis.)	Limited or no use of established methods, materials, tools and/or techniques. Little or no appreciation of the context of the application. Limited understanding of the application of theory to practice or making appropriate links between the two. Very weak problem-	Rudimentary application of established methods, materials, tools and/or techniques but without consideration and competence. Flawed appreciation of the context of the application. Weak understanding of the application of theory to practice, with only occasional	An adequate awareness and mostly appropriate application of established methods, materials, tools and/or techniques. Basic appreciation of the context of the application. Theoretical knowledge and understanding applied in practice, but not always making logical links	A good and appropriate application of established methods, materials, tools and/or techniques. Clear appreciation of the context of the application. Mainly consistent, accurate and logical application of theory to practice, making appropriate links between the two.	A very good application of a range of established methods, materials, tools and/or techniques. Very good consideration of the context of the application, with perceptive insights. Consistent, accurate and logical application of theory to practice, making appropriate	An advanced application of a range of established methods, materials, tools and/or techniques. The context of the application is well considered, and insightful. Consistent, accurate and logical application of theory to practice, making well-developed links between the two. Can	Exceptional levels of application and deployment skills using established methods, materials, tools and/or techniques. Consistent, accurate and logical application of theory to practice, making highly developed links between the two. Can identify routine and non-routine

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Category	0-29%	30-39%	40-49%	50-59%	60-69%	70-84%	85-100%
	solving skills outside the context in which they were first studied.	evidence of making appropriate links between the two. Weak problem-solving skills outside the context in which they were first studied.	between the two. Can identify problems and propose basic solutions outside the context in which they were first studied.	Can identify problems and propose mostly appropriate solutions outside the context in which they were first studied.	links between the two. Can identify problems and propose appropriate solutions outside the context in which they were first studied. Evidence of some creativity.	identify problems and propose excellent, creative solutions outside the context in which they were first studied.	problems and propose quite sophisticated, creative solutions outside the context in which they were first studied.
Transferable skills for life and professional practice (Effectively communicate in a variety of forms to specialist and non-specialist audiences; the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.)	Communication medium is inappropriate or misapplied. Work is poorly structured, disorganised and/or confusingly expressed. Very weak use of language and/or very inappropriate style. Failure	Communication medium is poorly designed and/or not suitable for the audience. Work is poorly presented in a disjointed manner. It is loosely, and at times incoherently, structured, with	Can communicate in a suitable medium for the audience but with some room for improvement. Mostly ordered presentation and structure in which relevant ideas / concepts are reasonably expressed.	Can communicate effectively in a suitable medium for the audience, but may have minor errors. Mostly coherent, organised work, in a suitable structure and is for the most part clearly expressed.	Can communicate well, confidently and consistently in a suitable medium for the audience. Work is coherent, fluent, well-structured and organised. Can work very well	Can communicate professionally confidently and consistently in a suitable medium for the audience. Work is coherent, very fluent and is presented proficiently. Can work autonomously	Can communicate with an exceptionally high level of professionalism, highly suitable for the audience. Work is exceptionally coherent, very fluent and is presented professionally . Can work

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Category	**0-29%**	**30-39%**	**40-49%**	**50-59%**	**60-69%**	**70-84%**	**85-100%**
	to work effectively as part of a group. Little or no evidence of the skills for employment requiring the exercise of personal responsibility and decision-making.	information and ideas often poorly expressed. Weak use of language and/or inappropriate style. Flawed approach to group work, meeting only partial obligations to others. Limited evidence of the skills for employment requiring the exercise of personal responsibility and decision-making.	Work may lack coherence in places. Can work as part of a group, meeting most obligations to others but perhaps with limited involvement in group activities. Demonstrates the basic skills for employment requiring the exercise of personal responsibility and decision-making, with some areas of minor weakness.	Can work effectively independently and/or as part of a team, with clear contribution to group activities. Demonstrates the skills for employment requiring the exercise of personal responsibility and decision-making, with some areas of strength and some of minor weakness.	autonomously and/or as part of a team, with very good contribution to group activities. Demonstrates very good skills for employment requiring the exercise of personal responsibility and decision-making, with just occasional minor weakness.	with initiative. Where relevant can work professionally within a team, showing leadership skills as appropriate, and meeting obligations. Demonstrates excellent skills for employment requiring the exercise of personal responsibility and decision-making and an appetite for further development.	exceptionally well within a team, showing leadership skills. Demonstrates exceptional skills for employment requiring the exercise of personal responsibility and decision-making and an appetite for further development.