

Welcome to your learning journey

CertHE Skills for the Workplace

Assignment format and layout

Michaela Schriek -Bridgend Cohort

Format

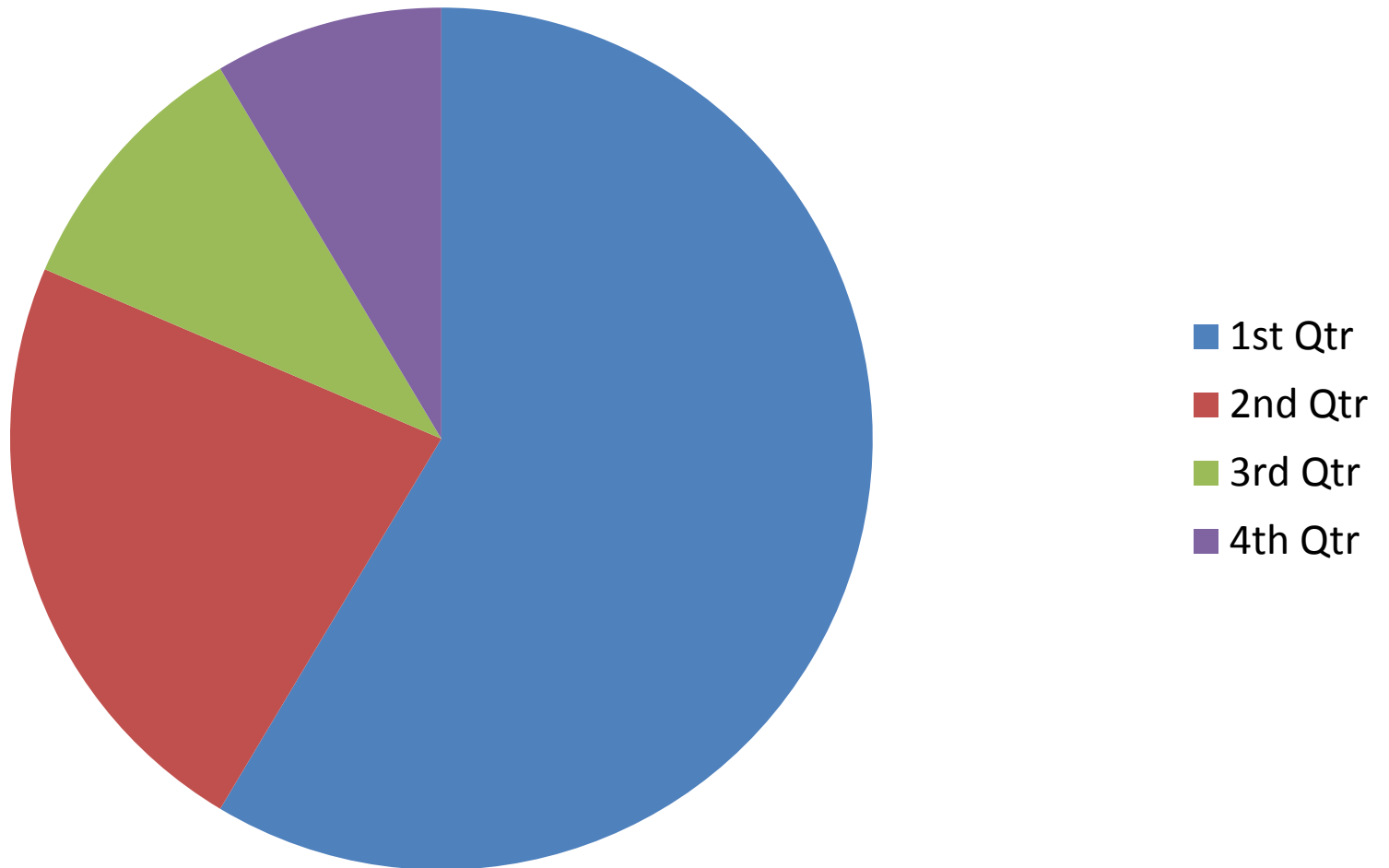
Your assignment is a
Management report
and should therefore look like
one.

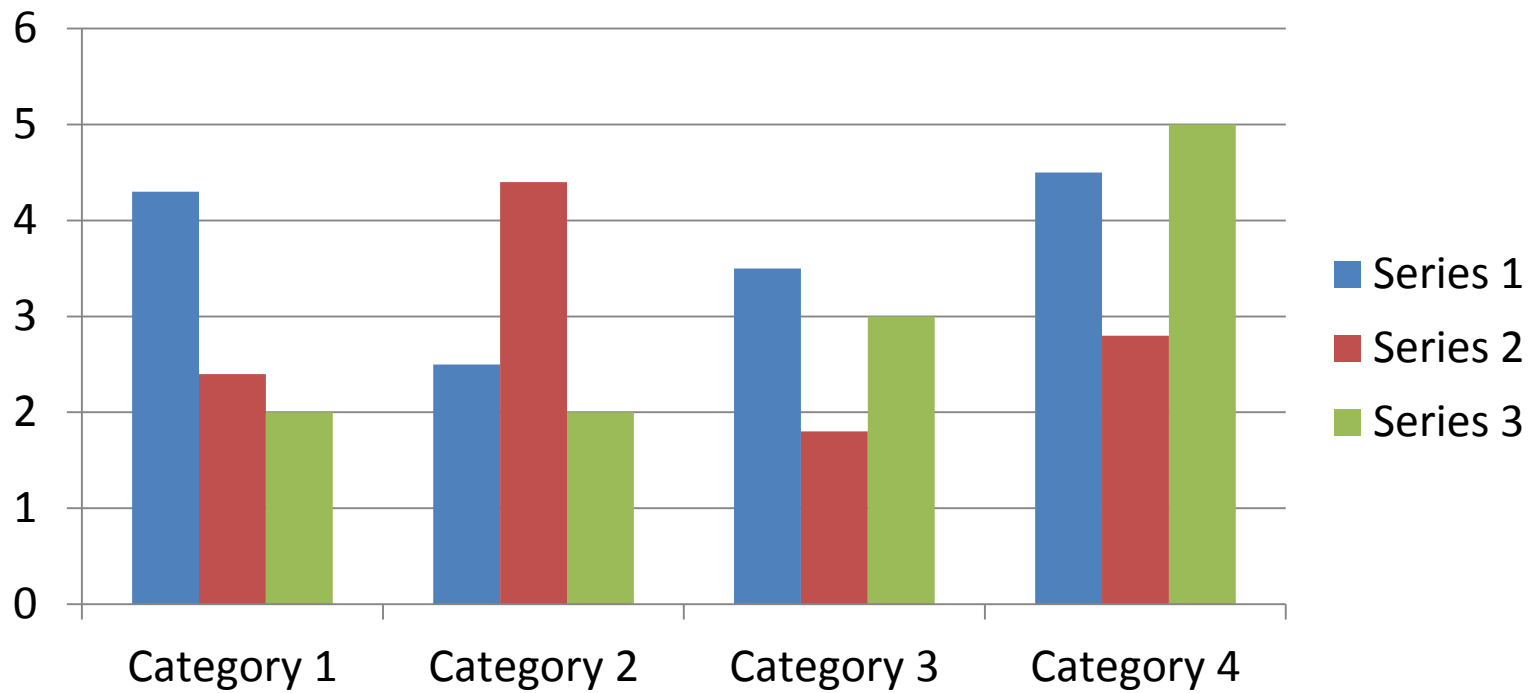






Title



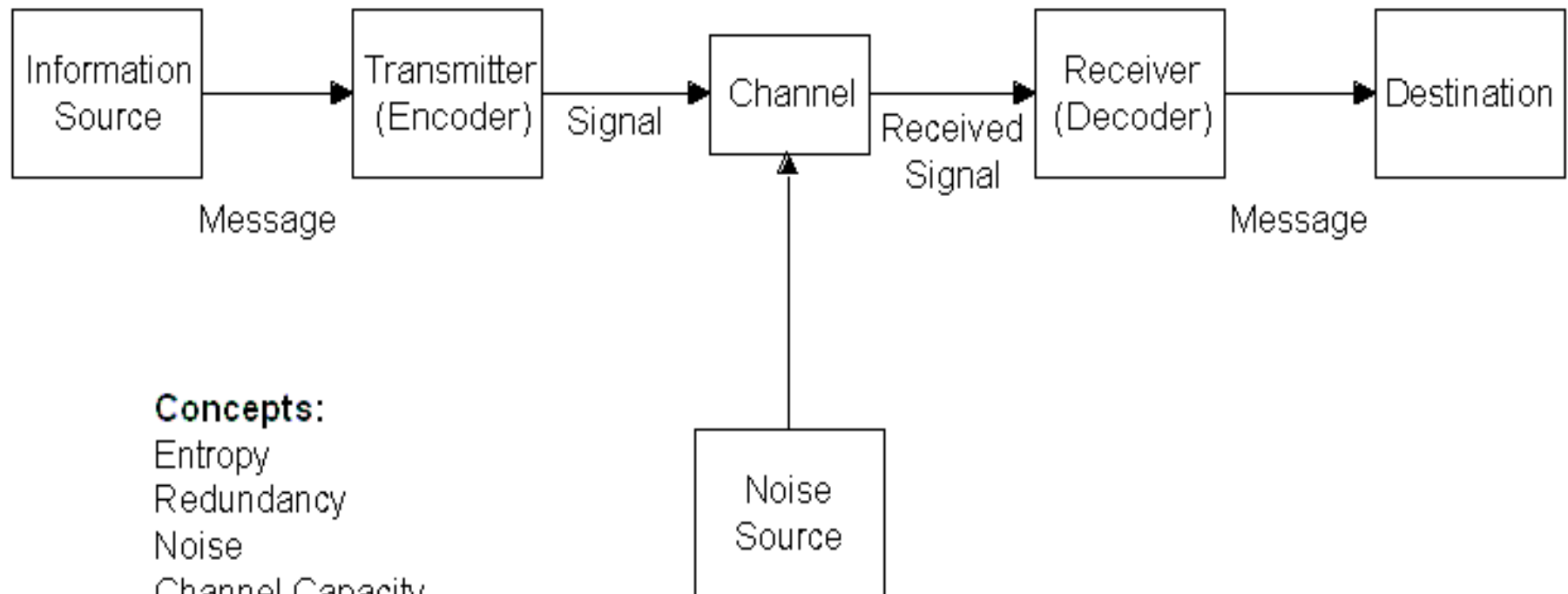


Personal Development Plan Template

Personal Development Plan

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

The Shannon-Weaver Mathematical Model, 1949



Your assignment is a

Management report

and should therefore look and **SOUND** like one.

Language

LOL

BFF

M8

OMG

L8tr



YOLO

TTFN

WFH

Font

Arial or Calibri

Black and size 12

Why?

Because, although this looks like very nice handwriting, it is difficult to read if there are more than two lines in your text.

Software:
Microsoft Word
or similar Application

Line Spacing: 1.5

Word count: 2000 words

Footer

Your name

Module Code and name

Page numbers

EMPL 4001

John Smith

Developing yourself and others

Page 9
15

Section Word Count

- 2000 words per assignment –**
- maximum mark is 100-**

How many words per section?

Should word count be divided
equally between the sections?

What about marks?

AC 2.2 Identify support mechanisms for the development of self and another member of the team	Referral [ca. 3/12]	Pass [6/12]	Good Pass [ca. 9/12]	Assessor feedback on AC	
	- Support mechanisms are not identified - Support mechanisms for the development of self and another member of the team are identified but are inappropriate or minimal	Support mechanisms for both the development of self and another member of the team are briefly identified	Several support mechanisms for both the development of self and another member of the team are identified in detail	/ 12 (min. of 6) Pass or Referral	
AC 2.3 Prepare a development plan to achieve a learning objective for self or another team member	Referral [ca. 4/16]	Pass [8/16]	Good Pass [ca. 12/16]	Assessor feedback on AC	
	- A development plan is not prepared - A development plan to achieve a learning objective for self or another team member is prepared but the plan is incorrect, inappropriate or minimal	A development plan to achieve a learning objective for self or another team member is prepared and provided although the plan may be limited and the link to the learning objective may be more implicit than explicit	A thorough and detailed development plan, including timescale and resource implications, is prepared and provided that is clearly and explicitly designed to achieve a learning objective for self or another team member	/ 16 (min. of 8) Pass or Referral	

Calculation

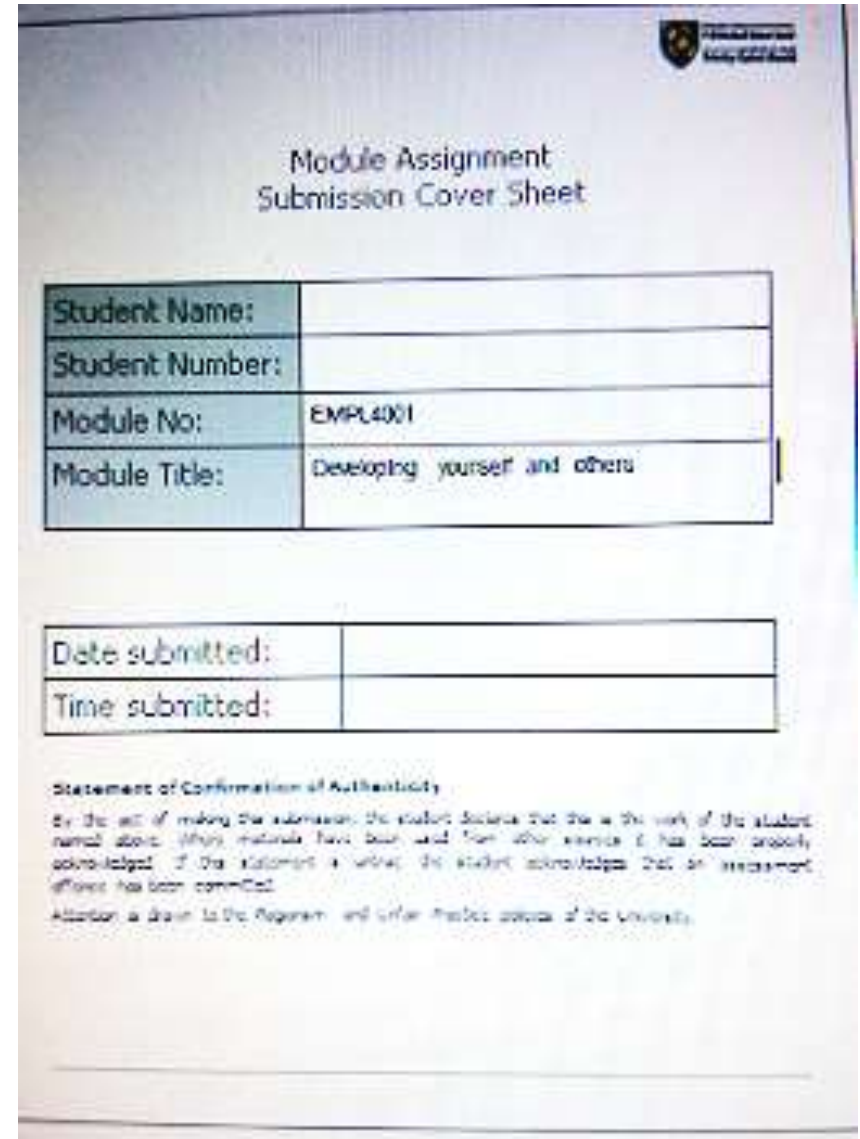
Maximum section mark **X** Word Count
Maximum overall mark

$$\frac{12}{100} = 0.12 \times 2000 = 240 \text{ words per section}$$

$$\frac{16}{100} = 0.16 \times 2000 = 320 \text{ words}$$

Layout

Every assignment has to start with this page.



The image shows a 'Module Assignment Submission Cover Sheet' form. At the top right is the University of Wales Trinity Saint David logo. The title 'Module Assignment Submission Cover Sheet' is centered. Below the title is a table for student and module information. The table has four rows: 'Student Name:', 'Student Number:', 'Module No:', and 'Module Title:'. The 'Module No.' is filled with 'EMPL4001' and the 'Module Title' is filled with 'Developing yourself and others'. Below this table is another table for submission details with two rows: 'Date submitted:' and 'Time submitted:'. At the bottom, there is a 'Statement of Confirmation of Authenticity' section with a paragraph of text and a line for a signature.

Student Name:	
Student Number:	
Module No:	EMPL4001
Module Title:	Developing yourself and others

Date submitted:	
Time submitted:	

Statement of Confirmation of Authenticity

By the act of making the submission, the student declares that this is the work of the student named above. Where materials have been used from other sources it has been properly acknowledged. If the student is unsure, the student acknowledges that an assessment offence has been committed.

Attention is drawn to the Regulations and other related policies of the University.

Table of Contents

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Developing yourself and others.....	1
Section 1.1.....	2
Section 1.2.....	3

Introduction / Background

An intro into the subject of the assignment NOT you personally.

EMPL4001 is about DEVELOPING YOURSELF!

What would the introduction be about?

Example 1

“It is an established premise within career and educational institutions that, in order to improve an individual’s prospects, they must first be able to identify their current skills and attributes” ...

Example 2

“I am 35 year old and live with my husband, our two children and our two Labradors. I work on part time basis and have done so since my knee operation. I love Chinese food and long walks on the beach” ...

Body of the assignment

**Assessment criteria under separate headings
(without the term AC)**

Example:

1.1

Identify own learning style(s) and the learning style(s) of another member of the team

Your text goes here

Maybe a chart or a graph is relevant here

Quotes and citations?

Recommendations

This section is also sometimes referred to as:

Conclusions or

Summary

This section is optional in your first year.

It should be used if you have something relevant to put in it but avoided if you are just using it to bump up the word count.

Appendices

Each Appendix should start on a new page.

Appendices are used to include evidence or proof of something you have mentioned in your assignment.

Example:

You referred to your learning style in the assignment – you could include the results of your Learning Style Questionnaire in your Appendix.

Just the results page, no need to attach a whole questionnaire.

Bibliography

If you use something written by someone else – you have to give them credit for it. Otherwise it is *Plagiarism*.

Harvard style referencing

RefMe – a free app for iPhone and Android that allows you to scan the barcode of the book and convert it into a reference that you can email to yourself.

Save As

Your assignment needs to be saved with
Your name + Module Code

Example

John Smith EMPL4001 Assignment

Blooms Taxonomy (1956)

It is named after Benjamin Bloom, who chaired the committee of educators that devised the taxonomy.

Bloom's taxonomy refers to a classification of the different objectives that educators set for learners (learning objectives).

Assessment Criteria

Wording is based on Bloom's taxonomy.

It is a way for educators to check that learning of the set objectives has taken place.

1.3

Identify potential barriers to learning

1.4

Explain how barriers to learning can be overcome

2.1

Briefly analyse learning/development options to meet need(s) of self and another member of the team

2.4

Describe a method that could be used to monitor the development of self and another member of the team