

EMPL4002 Digital Literacy: Your Assignment

- You need to address the requirements of the assignment carefully.
- Focus on the assessment criteria, which your tutor(s) have highlighted to you throughout this module.
- It is important to demonstrate your awareness and understanding of the required areas.

Assignment Focus	Assessment Criteria	What You Should Focus Upon
Demonstrate the ability to evaluate the appropriate use of technology, including mobile devices, to improve workplace efficiency and employability by the following means: (40 marks) Choose any two of the following devices/applications and examine their usefulness in the workplace, making use of appropriate criteria which enables you to provide an evaluation: • Web based Email • iPad/Android/Other Tablet • Smart Phones • Cloud File Storage • Web Conferencing • Office Applications online (in the cloud)	• Provide a description of the use of two of the listed devices/applications that may be used in the workplace. <i>(10 marks)</i> • In the context of workplace efficiency and employability, evaluate (provide a review) of the two devices/applications you have selected. You should do so through the application of an appropriate framework, i.e. the use of appropriate criteria, which enables you to evaluate the two chosen devices/applications. <i>(30 marks)</i> Total marks in this section 40	• You should provide a clear and concise description of the use of two of the listed devices / applications that may be used in the workplace. <i>(10 marks)</i> • Make use of an appropriate framework i.e. the use of appropriate criteria, which enables you to evaluate the two chosen devices / applications. Your criteria should allow you to measure and compare your two chosen devices/applications. You may wish to present your findings in a table format. The important aspect is that your findings are clear and concise. <i>(30 marks)</i>

Assignment Focus	Assessment Criteria	What You Should Focus Upon
Demonstrate appropriate use of technology and its applications in the workplace (30 Marks). Create your own professional accounts (to be used for work) in the following social networks: • LinkedIn • Twitter • Facebook	• Demonstrate the appropriate use of technology and its application in the workplace, by means of creating professional accounts in the following social networks: ○ LinkedIn (10 marks) ○ Twitter (10 marks) ○ Facebook (10 marks) Total marks in this section 30	• Demonstrate your appropriate use of technology and its application in the workplace, by creating and developing professional looking accounts which reflect your experiences and strengths. You should do so by means of the following social media: ○ LinkedIn (10 marks) ○ Twitter (10 marks) ○ Facebook (10 marks)

Assignment Focus	Assessment Criteria	What You Should Focus Upon
Organise your knowledge and learning through the use of a range of information resources and present your work at the appropriate level. Produce a PebblePad Employability Webfolio (which could be shown to prospective employers) containing the following: • Embedded CV • Reflective Journal • Images/files • Web Links • Video	• Demonstrate your knowledge and learning through the appropriate use of a range of information resources as indicated below and present your work at the appropriate level. ○ Produce a PebblePad Employability Webfolio (which could be shown to prospective employers) containing the following: ○ PebblePad portfolio (3 Marks) ○ Embedded CV (9 Marks) ○ Reflective Journal (9 Marks) ○ Images/files (3 Marks) ○ Web Links (3 Marks) ○ Video (3 Marks) Total marks in this section 30	• You will need to create a PebblePad portfolio which contains the following elements. Please take care to ensure that you address all aspects of the portfolio as indicated. The required aspects are listed below: ○ PebblePad portfolio (3 Marks) ○ Embedded CV (9 Marks) ○ Reflective Journal (9 Marks) ○ Images/files (3 Marks) ○ Web Links (3 Marks) ○ Video (3 Marks)