



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

LEVEL/ LEFEL 4

MODULE CODE/ COD Y MODIWL: EMPL4011
SMART TECHNOLOGY IN THE WORKPLACE

ASSESSMENT TYPE/ MATH O ASESU: ASSIGNMENT

ASSESSMENT/COMPONENT/ ASESAD/CYDRAN: 1

COMPONENT WEIGHTING/ PWYSAU'R CYDRAN: 100 %

WORD COUNT/ NIFER Y GEIRIAU: 1500-2000

SUBMISSION DETAILS/ MANYLION CYFLWYNO:

- **Make sure that Your Name , Your Student Number, Your Module Title, Assignment Title and Your Module Lecturer's Name are clearly shown on the front page of your assignment**
- **All assignments must be submitted electronically to Moodle.**
- **DO NOT put this form into Turnitin or it will match many similarities with other students' submissions.**



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ASSIGNMENT SPECIFICATION (SOAC)

Programme:	Certificate of Higher Education in Skills for the Workplace		
Assignment Title:	Smart Technology in the Workplace		
Hand Out Date:	The 2 ND Week of Term	Submission deadline:	Please refer to the assessments schedule published on Students' Hall in Moodle and the Assessment Board on campus

Referencing:	In the main body of your submission you must give credit to authors on whose research your work is based. Append to your submission a reference list that indicates the books, articles, etc. that you have read or quoted in order to complete this assignment (e.g. for books: surname of author and initials, year of publication, <u>title of book</u> , edition, publisher: place of publication).
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Late submission will result in a late penalty mark, as follows:

Up to one week late, maximum mark of 40% for first attempts and 0% for resubmissions. No work will be accepted more than one week after the submission deadline (Academic Quality Handbook 2016/17 7.5 (5))

MODULE AIM

- To develop students' confidence in digital literacy related to workplace problems

LEARNING OUTCOMES

By the end of this module students should be able to:

1. evaluate appropriate use of technology, including mobile devices, to improve workplace efficiency and employability;
2. demonstrate appropriate use of technology and its applications in the workplace;
3. organise their knowledge and learning through use of a range of information resources, and present their work at the

INDICATIVE CONTENT

Through task-based study, students will explore:

- use of contemporary web-based applications, such as Skype;
- appropriate communication through use of technology including awareness of
- legal, ethical and security issues;
- standard applications of word processing software;
- organisation and management of files and folders;
- navigation of web based research, downloads, pod casts;
- communications systems, email and social networking;
- use of mobile devices, tablets and phones within the workplace.

TASK DESCRIPTION

ASSESSMENT: Coursework

Part 1:

Demonstrate the ability to evaluate the appropriate use of technology (including mobile devices) to improve workplace efficiency and employability by the following means: (40marks)

- Choose **any two** of the following options to investigate and examine their usefulness **in the workplace**, making use of appropriate criteria which enables you to provide an evaluation.
- You should submit your findings in a written assignment containing relevant and appropriate links and images which illustrate your research.
- You should be mindful of the need to provide appropriate references to underpin your research.

1.Web based Email	Pick at least two different email providers to compare and contrast features in addition to discussing the option in general.
2.Smartphones and Tablets	Pick at least one smartphone and one tablet to compare and contrast features in addition to discussing the option in general
3.Web Conferencing	Pick at least two different web conferencing providers to compare and contrast features in addition to discussing the option in general
4.Cloud File Storage	Pick at least two different storage providers to compare and contrast features in addition to discussing the option in general
5.Office applications online	Pick at least two different office applications providers to compare and contrast features in addition to discussing the option in general

Part 2:

Demonstrate appropriate use of technology and its applications in the workplace by the following means: (40 marks)

A. Create your own professional accounts **(to be used for work only)** in the following social networks.

- LinkedIn
- Twitter
- Facebook

Provide evidence of the on-going use of these accounts by means of screenshots and web links to the accounts in your assignment document.

B. Evaluate the possibilities for communication and collaboration in the workplace that use of these social networks might provide - giving examples to illustrate your research. Your evaluation should also discuss any measures that you deem to be appropriate in safeguarding personal and professional security and safety online.

Organise your knowledge and learning through the use of a range of information resources and present your work at the appropriate level. (20 marks)

You should submit your assignment as a Word (or equivalent) document containing:

- Your investigations for Part 1
- Images - screenshots of the **new** social media accounts created in Part 2
- Web Links – links to the **new** social media accounts
- Any other images/web links/files of your choice as deemed relevant to your text.
(These extra files may be added as appendices to the main document if desired).

Assignment - Assessment Criteria (100% of module marks)

Assessment Criteria	Learning Outcome(s)	% of Marks
Demonstrate the ability to evaluate the appropriate use of technology, including mobile devices, to improve workplace efficiency and employability, through the specific example categories provided in part one, supported by appropriate criteria leading to an evaluation	1	40%
Demonstrate appropriate use of technology and its applications in the workplace, through the creation of specific professional social media accounts, supported by appropriate evidence. Evaluate the possibilities for communication and collaboration in the workplace that use of these social networks might provide - giving examples to illustrate your research. Discuss any measures that might be appropriate to safeguard personal and professional security and safety online..	2	40%
Organise knowledge and learning through use of a range of information resources, and present work at the appropriate level	3	20%