

LEVEL/ LEFEL 4

MODULE CODE/ COD Y MODIWL: EMPL4001
PERSONAL DEVELOPMENT FOR EMPLOYMENT

ASSESSMENT TYPE/ MATH O ASESU: ASSIGNMENT

ASSESSMENT/COMPONENT/ ASESAD/CYDRAN: 1

COMPONENT WEIGHTING/ PWYSAU'R CYDRAN: 100 %

WORD COUNT/ NIFER Y GEIRIAU:

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.**

ASSIGNMENT SPECIFICATION (SOAC)

Programme:	Certificate of Higher Education in Skills for the Workplace		
Assignment Title:	Personal Development for Employment		
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))

TASK DESCRIPTION

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Section 1: Know how to identify development needs

1.1 Identify own learning style (s)

Using at least two recognised models, identify your own learning styles.

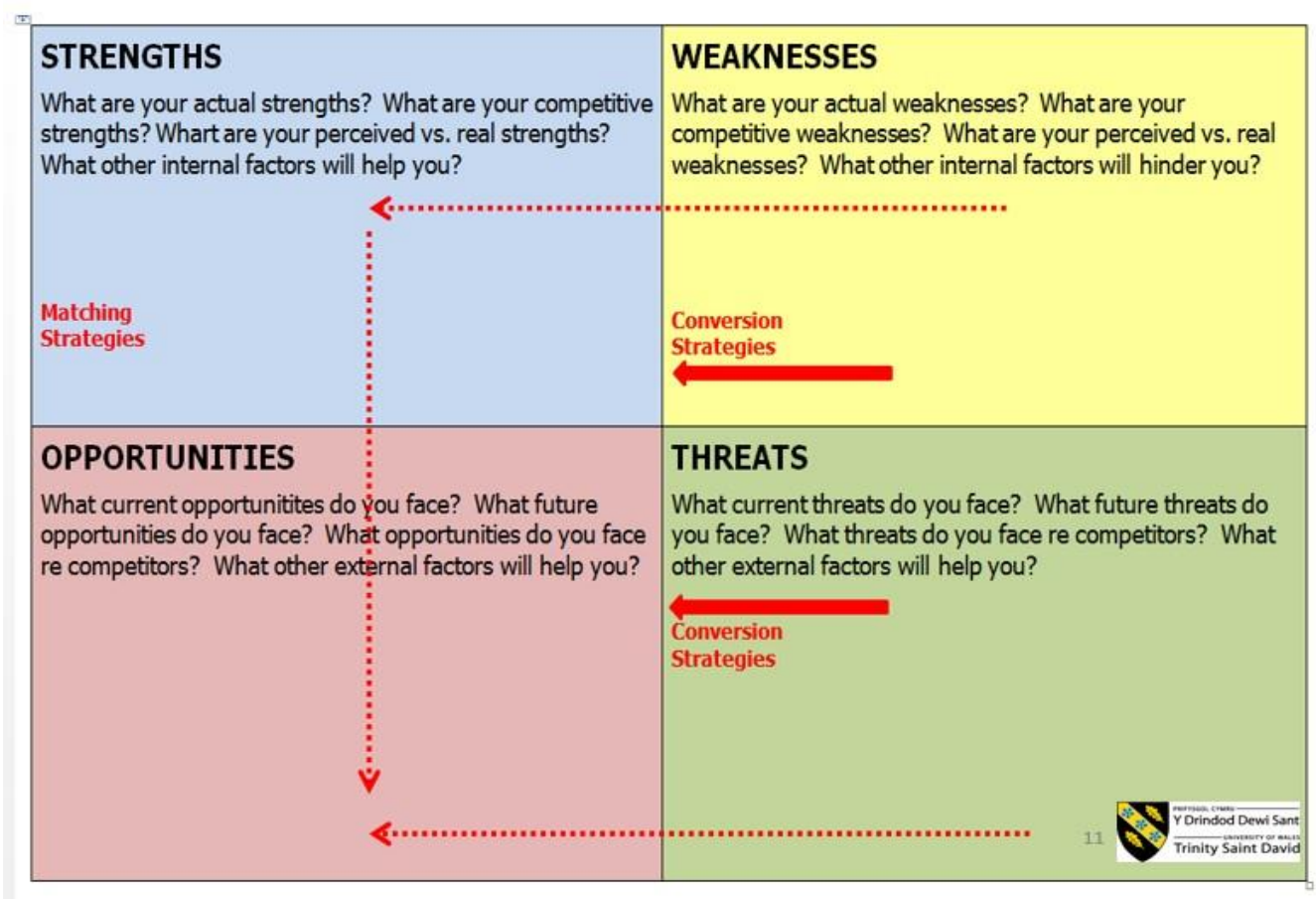
This model is a good place to start:

What is your learning style?

You can also use several of the other tools listed on Moodle

Discuss the findings from the models used on yourself

1.2 Use a simple technique for identifying own development needs



Begin by conducting a **SWOT** analysis on self. Create a SWOT tables (as above)

The SWOT should have identified *weaknesses* that may be holding you back in terms of career progression but which could be turned into *strengths* and *threats* which could be turned into *opportunities* if certain actions are taken. *Talk about these in this section.*

You are looking at '**Conversion Strategies**' when you talk about which actions could be taken to convert weaknesses into strengths and threats to opportunities.

You will be using '**Matching Strategies**' to match your strengths to opportunities – *which strength maps to which opportunity.*

For example: *I could use my strength as being very good with IT as an opportunity to open a computer repair shop. I could use my 15 years in home catering as an opportunity to become a professional chef.*

The strength in IT does not map across to the opportunity to become a professional chef or the catering strength to open a computer repair shop.

1.3 Identify potential barriers to learning.

You should be able to identify several of these such as:

➤ Childcare

- Can someone look after your children whilst you study – either at home or attending class?
- Do you have a backup strategy for emergencies, holidays etc.?

➤ Work-Life-Balance

- You should also consider:
 - Work responsibilities, home life, caring for elderly, taking holidays and so on.
- How will you manage to fit time to study into an overcrowded schedule?

➤ Financial Barriers

- Can you afford to study?
- Are you comfortable with paying back student loans?

➤ Geographical Barriers

- Can you get to class easily?
- Do you have to travel to class from work?
- Do you have a car or have to rely on lifts from others?

Social Barriers?

- Are you the first in your family to go into Higher Education?
- How do your parents/ siblings/partner/children feel about your learning
- What are their expectations of you?
- Are they supportive or resentful?
- If resentful and possibly obstructive, how will you overcome this barrier?

1.4 Explain how barriers to learning can be overcome.

You can answer some of the questions raised in the above section, here.

Section 2: Know how to develop yourself to achieve organisational objectives

2.1 Briefly analyse learning/development options to meet your needs

Examination of the information gathered through the SWOT analysis and other information such as job appraisal feedback, job description etc. to **identify your development needs** to determine **your learning development options**.

2.2 Identify support mechanisms for your development

Following on from barriers discussed above, who can help you overcome these barriers and how?

2.3 Prepare a development plan to achieve a learning objective for yourself.

Now you move on to preparing **your own personal development plan (PDP)**.

Use a suitable PDP Template like the example below (there are some in Moodle or you could find one online).

Objectives What are my development objectives?	Priority	Success criteria. How will I recognise success?	Actions What methods will I use to achieve my learning objectives?
<i>What do I want to do/learn about?</i> <i>Team working</i> <i>Communication</i>	<i>How high a priority is this?</i>	<i>How will I know when I have done this?</i>	<i>Take a course / learn a new skill etc.</i>
Resources (required to achieve objectives). Time Money Help from others (Describe these in some detail)	Target date for achieving my objectives <i>Set proposed dates here</i>	Actual date of achieving my objectives <i>Put actual date of when it happened</i>	Implementation. How will I practice and apply what I learn? <i>What will you do with this new skill/information?</i>

2.4 Describe a method that could be used to monitor your development

This is where a more detailed Learning Log than usually required could be used.

See Learning Logs explained on Moodle for more information about learning logs generally.

A more comprehensive Learning Log you can use to monitor your PDP is attached at Appendix A below (and is also available for download on Moodle)

Appendix A PDP Learning Log

MODULE TITLE: EMPL 4001 Personal Development for Employment. PDP Monitoring Learning Log **Date:**

STUDENT NAME:

What happened?

What did I do?

How do I think/feel about this?

How well (or badly) did it go?

My conclusions/reflections/lessons learned

- What did I learn?
- What have I achieved?
- How have I put any theory into practice?
- What have I learned about myself?
- How does what I have been doing lead to me becoming better at a skill?
- How can I use this to plan for the future?
- How can I use this to plan new learning experiences?

My plan to do something better/different by using what I have learned.

• What will I do differently next time?

• How will I do it differently next time?

Assessment Criteria (100% of module marks)

<i>Assessment Criteria</i>	<i>Learning Outcome(s)</i>	
Demonstrate an understanding of personal strengths, weaknesses and preferred learning styles	1	/40
Establish employment goals and develop a personal action plan	2	/40
Organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.	3	/20