UNIVERSITY OF CUMBRIA

COURSEWORK REASSESSMENT REQUIREMENT

Module Code: HPRO4011 (OFF2)
Module Title: Professional Development 1
Tutor: Bethany Easton
Title of the item of work: Written Assignment (For reassessment of Assignment 2)
Wordage: 2,500 **75% of module marks**

Details and Criteria:

Brief – (word limit 2500 words)

You are to produce a portfolio of evidence **(as a single PDF document)** that demonstrates the range of personal and professional development areas that you have encountered and developed on this module or in a work context. The portfolio will contain two types of work:

evidence, which can be included in appendices or annexes – this is not subject to a word count to enable you to include a range of evidence that you feel is appropriate

a narrative which explains what your evidence is showing – this element of the assignment is subject to the word limit, in this case 2,500 words

The work in your portfolio should address as a minimum the following:

Evidence of effective use of computer systems and software to assist you in your personal and professional development (Desktop or laptop PC, Phone or Tablet Apps for example).

The evidence and narrative here should demonstrate your recognition of how appropriate use of software can help you to be more productive and effective. You are encouraged to use evidence from work, personal and academic activities.

Evidence of your personal, professional (including academic) skills and development.

Perhaps, starting with a skills audit (where am I now?), then a "where do I want to be" or need to be (so what do I need to learn and how can I learn it to suit my learning style and within the time constraints I have both personally and professionally?).

The above should then culminate in the development of an action/ Personal Development Plan showing clear links between the narrative and the actions (Covering the next 1-3 years for example).

Intended Learning Outcomes (ILOs):

1. Communicate information in a clear, concise manner.
2. Identify and use appropriate tools, techniques or software based on task requirements.
3. Demonstrate and apply principles of personal and professional development.

Task Description:

You are to produce a portfolio of evidence (as a single PDF document) that demonstrates the range of personal and professional development areas you have encountered and developed on this module or in a work context.

The finished item is to be submitted to the HPRO4011 Blackboard site, uploaded to Turnitin (entitled 'Reassessment link – 12 Aug 22') by 23:59 hrs on the due date of 12th August 2022.

Marking Criteria:

Criteria and Weighting	100-70 Distinction	69-60 Merit	59-50 High Pass	49-40 Pass	39-20 Below Pass	19-0 Below Pass
Evidence and discussion of Personal development **(30%)**	You have a very clear understanding of personal development and make excellent use of evidence and academic sources to underpin your work	You have a sound understanding of personal development and make good use of evidence and academic sources to underpin your work	You have a reasonable level of understanding of personal development and you have tried to support your work with citations	You understand a basic awareness of personal development but your evidence is weak and your work may lack academic references	You do not demonstrate any real understanding or awareness of personal, development in a personal context	You do not demonstrate any understanding or awareness of personal, development
Evidence and discussion of professional development **(30%)**	You have a very clear understanding of professional development and make excellent use of evidence and academic sources to underpin your work	You have a sound understanding of professional development and make good use of evidence and academic sources to underpin your work	You have a reasonable level of understanding of professional development and you have tried to support your work with citations	You understand a basic awareness of professional development but your evidence is weak and your work may lack academic references	You do not demonstrate any real understanding or awareness of professional, development in a personal context	You do not demonstrate any understanding or awareness of professional, development
Use of software to assist your personal and professional development **(20%)**	You demonstrate excellent judgment in the use of software tools and applications that considers the time / effort of learning new skills against	As well as demonstrating a good understanding of software functionality and usage you also understand why this important	You demonstrate a good understanding of how software can help you in your personal and professional development	You demonstrate the use of software to assist with your personal and professional development, however your narrative may not recognise the	Your portfolio does not provide much evidence of the use of software tools or applications to help you in personal or professional development	You don't appear to make any use of software tools or applications to help you with your personal or professional development

	the benefits obtained			importance of this		
Action Plan **(20%)**	You have developed a rigorous action plan that clearly links to the discussion in your narrative and also demonstrates that priorities have been duly considered	Your action plan is well developed and demonstrates a range of development goals that clearly link to the discussions and evidence in your portfolio	You have proposed several sensible actions based upon the evidence and discussion in your action plan	You have proposed a basic action plan that has links to the discussions and/or evidence in the portfolio	You have proposed some actions for your future development but these are poorly explained and do not link to your narrative or evidence	You have not developed an action plan

SUBMISSION DATE AS PER STUDENT PORTAL

(Please tick as appropriate below - must be completed)

To be submitted via the appropriate Blackboard site on or before 23:59 on 12th August 2022.

✓	To be submitted through the Virtual Learning Environment (e.g. Blackboard) as detailed above, in accordance with instructions given by the course team.