

UNIVERSITY OF CUMBRIA
COURSEWORK REASSESSMENT REQUIREMENT

Module Code: HPRO5006 (FFB1)
Module Title: Professional Development 2
Tutor: Barbara Adams
Title of the item of work: Portfolio Report (For reassessment of Assignment 1)
Wordage: 4,000.
75% of module marks
<p>Details and Criteria:</p> <p>Assignment 1 is composed of three elements. These are described below for clarity.</p> <p>Task 1 – Context and identification of standard to be used (Max 1200 words)</p> <p>You are to explore the potential professional standards or frameworks that could be used to assess an early career project manager’s knowledge, skills and behaviours against. From the range of possible standards or frameworks that could be used you are to make an appropriate selection to assess.</p> <p>You are required to finish this section with the Level 6 Standard; this is the Project Manager Degree Apprenticeship you are engaged on and utilising this approach will allow you to maintain the ‘Golden Thread’ for this assignment. You need to describe the standard and the approach that you are taking to evidence your development towards the competences in the standard.</p> <p>Task 2 – Evaluation of your Professional Development as represented in your Portfolio (Max 1600 words)</p> <p><u>Context</u></p> <p>In order to meet Learning outcome 2 of this module, you will need to build a portfolio of evidence. You have been provided with access to Aptem in this module. This acts as a repository of evidence. A structure has been provided within Aptem to build the portfolio towards the Project Manager degree apprenticeship standard. Apprentices working towards this standard will need to complete the portfolio by the Gateway point. For this cohort, the Gateway point occurs at the earliest July 2023. This means it is understood your Aptem portfolio is a representation of your journey towards completion of the apprenticeship standard rather than the final complete portfolio.</p> <p>The Aptem portfolio consists of evidence, apprenticeship documentation and a record of your ‘off the job’ learning hours. The evidence repository is structured according to the KSBs in the Project Manager degree apprenticeship standard. Each element of the standard is further broken down into (typically) three key points. For a complete portfolio, you will need to have provided evidence for each of the key points, alongside a narrative. The narrative shows your understanding of the element of the standard and describes the work that you did to produce the evidence. For some apprentices, the physical evidence will not be uploaded but will be kept in a hardcopy folder at the request of your employer. In all cases, your evidence will need to be numbered and a log of evidence kept. You either need to upload the evidence itself or a blank page which represents the evidence. A narrative needs to be provided. The evidence needs to be tagged with the KSB element it represents and also with other KSB elements that relate to it.</p> <p>The Aptem portfolio supports this module but is not directly assessed. What is assessed is your description and evaluation of your portfolio.</p> <p>Typical elements of your description should include.</p> <p>Apprenticeship Documentation (600 words)</p> <p>Self-Assessment of this is required. This could cover the following but also other relevant points:</p> <ul style="list-style-type: none"> • Are all the necessary documents in your portfolio? This includes your Initial Learning Needs Assessment, Commitment Statement, Off the Job Training record and a record of Tripartite reviews.

- Can you identify any missing documents?
- How well do these documents represent your personal and professional development?
- Have the reviews been effective in supporting your professional development?
- What is your current total of Off the Job learning hours?
- How does this compare with the target on your commitment statement?
- How effective have you been in recording your off-the-job learning hours and what steps can you take to improve this?

Evaluation of Evidence of achievement Project Manager KSBs (1000 words) - Self Assessment

Present a grid showing the KSBs of the standard. The grid should identify which of the KSBs you have gathered evidence for in your portfolio.

Your description and evaluation should include a summary of your progress in demonstrating the KSBs. What proportion of the KSBs have been evidenced? What comments have you received from tutors and how have you used these comments to improve?

Task 3 – Action Plan (1200 words)

The final part of this first assignment requires you to prepare an action plan for completing your portfolio by July 2023. Areas to cover should include:

- Are there elements of the KSBs that are not evidenced?
- What is your plan for completing the portfolio by the gateway point?
- Are you being proactive in discussing the gaps in your portfolio with your employer?
- What will you need to do to complete your portfolio and do you have a realistic plan agreed?

Intended Learning Outcomes (ILOs):

1. Apply project management techniques as identified by an appropriate standard.
2. Prepare and present evidence to demonstrate achievement of project management knowledge, skills and behaviours.

Task Description:

Assignment 1 requires you to write a report which demonstrates your understanding of the development framework which you have committed to, and which benchmarks your progress towards meeting the requirements.

The completed assignment is to be submitted to the HPRO5006 Blackboard site via Turnitin (Reassessment link – 12 August 22`) by 23:59 on the due date of 12th August 2022.

Marking Criteria:

Module Title:	HPRO5006 – Professional Development II	Level:	5
Assessment Title:	Skills, Knowledge & Behaviours of a Project Management Standard	Weighted:	75%

Criteria and Weighting	100-70	69-60	59-50	49-40	39-0
Identify alternative available PM standards making a justified case for why the one that	As previous grade band but makes use of appropriate literature to support the decisions being	You have identified several relevant and appropriate standards that could be used and provided	You have identified alternative standards that could be used to assess your competencies against	You have selected the 'obvious' standard to assess yourself against but have not discussed why this a	You have not identified an appropriate professional standard against

<p>you are going to be working to is appropriate</p> <p>(30%)</p>	<p>made in the selection process.</p>	<p>a convincing argument as to why your chosen one is appropriate.</p>	<p>and you clearly identify which of these you are going to use.</p>	<p>relevant or appropriate choice.</p>	<p>which your competencies could be assessed.</p>
<p>Prepare and present evidence to demonstrate achievement of project management KSBs and other necessary documents.</p> <p>Evaluate your progress towards meeting the standard as evidenced in your portfolio</p> <p>(40%)</p>	<p>Your work comprehensively documents your progress in your apprenticeship.</p> <p>Your achievement grid is very clear.</p> <p>You make comprehensive defendable self-assessments of your progress.</p>	<p>You provide all of the required documents to demonstrate the progress made in your apprenticeship.</p> <p>Your achievement grid is clear and fully cross referenced.</p> <p>Your work very clearly shows the degree to which you think you meet the competencies defined in a project management standard or framework. Gaps are clearly identified.</p>	<p>You provide the majority of the documents required to demonstrate the progress made in our apprenticeship.</p> <p>Your achievement grid is clear and cross-referenced.</p> <p>Your work very clearly shows the degree to which you think you meet the competencies defined in a project management standard or framework. Some gaps may be identified.</p>	<p>You don't provide all of the required evidence to document the progress you have made in your apprenticeship but it is clear that some progress has been made.</p> <p>Your achievement grid is likely to be sparsely populated or poorly cross-referenced.</p> <p>Your work shows that you think you meet some of the competencies defined in a project management standard or framework.</p>	<p>You provide little evidence that demonstrates achievement of the identified competencies.</p> <p>Your work does not make it clear the degree to which you think that you have met the competencies defined in a project management standard or framework.</p>
<p>Prepare an action plan to complete your portfolio for July 2023</p> <p>(30%)</p>	<p>You have a clear, comprehensive, realistic and well developed plan which has been developed in conjunction with your employer if necessary</p>	<p>You have a clear, reasonably realistic plan which has had discussion with your employer</p>	<p>You have a clear plan which addresses some gaps in your portfolio but may be lacking in detail and/or may not have been discussed with your employer</p>	<p>Your plan may address some gaps in your portfolio but lacks detail and employer engagement so is not fully convincing</p>	<p>You have no convincing plan for the completion of your portfolio of evidence and documents</p>

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.