

**UNIVERSITY OF CUMBRIA**

**COURSEWORK REASSESSMENT REQUIREMENT**

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| **Module Code: HPRO4002 PEPB1 SEM1 22-23** |
| **Module Title: Professional Development 1** |
| **Tutor: Ebany Ambrose** |
| **Title of the item of work: Written Portfolio** |
| **Wordage: 2,500 words** |
| **Details and Criteria:**  Please re-sit Assessment 2 for HPRO4002.  If originally submitted, you should revisit the feedback from your previous submission to see what you need to focus on to improve your written work.  You need to submit via the original virtual learning environment used for the module (Moodle)  **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  **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 that you have encountered and developed on this module or in a work context. The portfolio will contain two types of work:   1. **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 2. **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).   **Marking Criteria**  *As per attached Assignment brief.* |
| **SUBMISSION DATE AS PER STUDENT PORTAL**    *(Please tick as appropriate below - must be completed)*    **To be submitted via the appropriate VLE site on or before 16:59 on 5th May 2023.**    To be submitted through the Virtual Learning Environment (e.g., Blackboard) as detailed above, in accordance with instructions given by the course team. |