Unit:
Professional and Career Development in IT

Sample Assignment

Marking Scheme

Markers are advised that, unless a task specifies that an answer be provided in a particular form, then an answer that is correct (factually or in practical terms) **must** be given the available marks. If there is doubt as to the correctness of an answer, the relevant NCC Education materials should be the first authority.

This marking scheme has been prepared as a **guide only** to markers and there will frequently be many alternative responses which will provide a valid answer.

Each candidate's script must be fully annotated with the marker's comments (where applicable) and the marks allocated for each part of the tasks.

Throughout the marking, please credit any valid alternative point.

Where markers award half marks in any part of a task, they should ensure that the total mark recorded for the task is rounded up to a whole mark.

Marker's comments:

Moderator's comments:

Mark:	Moderated mark:	Final mark:

Penalties applied for academic malpractice:

Task 1 - 25 Marks

a) Select a suitable IT vacancy and provide a justification for your choice. Explain the employability skills required by the organisation.

(10 marks)

Mark scheme

0- 2 marks	3 marks	4-5 marks	6 marks	7-10 marks
*Job not identified or requires **little IT** skill with **no justification** of choice*	*Job **outlined** & requires **limited IT** skill with **unclear justification** of choice*	*Job **outlined** & requires **significant IT** skill with **some justification** of choice*	*Job **detailed** & requires **significant IT skill** with **detailed** justification of choice*	*Job **detailed** & requires **significant IT skill** with **detailed justification** of choice **related to career aspirations***
***No, or inaccurate** explanation of employability/ professional skills required by the organisation*	***Identification of some** relevant employability/ professional skills required but **missing** key skills.*	***Identification of some** relevant employability/ professional skills required, **all key skills included**.*	***Detailed explanation of relevant** employability/ professional skills required*	***Detailed explanation of relevant** employability/ professional skills required & **linked clearly to job information**.*

b) Prepare a CV and suitable covering letter that will meet the employer's needs.

This should be submitted to your tutor (as part of the assignment) as it you were applying for the position. (15 marks)

(**15 marks**)

Mark scheme

0-3 marks	4-5 marks	6-8 marks	9-10 marks	11-15 marks
Little or no preparation of a CV	*CV contains **almost all required sections** with **some** relevant detail.*	*CV contains **all required sections** with **some** relevant detail & **appropriate length**.*	*CV contains **all required sections** with **relevant detail** & **appropriate length. No grammatical errors. Some customisation** for job.*	*CV contains **all required sections with relevant detail & appropriate length. No grammatical errors. Convincingly customised** for specific job*
Little or no preparation of a suitable covering letter	*Cover letter includes **almost all key** info.*	*Cover letter includes **key information (intro, skills, why apply) & appropriate length**.*	*Cover letter includes **all required information & appropriate length/ detail. No grammatical errors**.*	*Cover letter includes **all required information & appropriate length/ detail. No grammatical errors. Convincingly customised** for specific job.*
Little or no alignment with the employer's needs	*Aligned with **some** of the employer's needs*	*Clearly aligned with **most** of the employer's needs*	*Clearly aligned with **all** of the employer's needs*	*Clearly aligned with **all of prioritized** employer's needs*

Task 2 – 25 Marks

Great news you have secured an interview for your job application (researched in task 1).

(a) Identify and discuss the types of questions that may be asked at your interview and give examples of each.

(10 marks)

Mark scheme

0-2 marks	3 marks	4-5 marks	6 marks	7-10 marks
Little or no identification and discussion of types of interview questions	*Limited identification and discussion of types of interview questions*	*Adequate identification and discussion of types of interview questions*	*Appropriate Identification and discussion of types of interview questions*	*Convincing identification and discussion of types of interview question*
Little to no examples given	*Inadequate examples given*	*Sufficient examples given*	*Detailed examples given*	*Detailed and thorough examples given*

(b) Demonstrate appropriate behaviour, professionalism and responses at your interview to meet the employer's needs.

The mock interview will be recorded for assessment purposes and therefore all parties involved should enter into the spirit of a real-life interview scenario with the appropriate environment and arrangements being made.

(15 Marks)

Mark scheme

0-3 marks	4-5 marks	6-8 marks	9-10 marks	11-15 marks
Little to no demonstration of appropriate behaviour at interview	*Inadequate demonstration of appropriate behaviour at interview*	*Sufficient demonstration of appropriate behaviour at interview*	*Sound demonstration of appropriate behaviour at interview*	*Comprehensive demonstration of appropriate behaviour at interview*
Little to no demonstration of appropriate professionalism at interview	*Inadequate demonstration of appropriate professionalism at interview*	*Sufficient demonstration of appropriate professionalism at interview*	*Sound demonstration of appropriate professionalism at interview*	*Comprehensive demonstration of appropriate professionalism at interview*

Little to no demonstration of appropriate responses at interview	*Inadequate demonstration of appropriate responses at interview*	*Sufficient demonstration of appropriate responses at interview*	*Sound demonstration of appropriate responses at interview*	*Comprehensive demonstration of appropriate responses at interview*

Task 3 – 25 Marks

(a) Computing and IT has had a profound impact on society over the last 50 years.

For this task you should form a team of 3 or 4 students, choose an innovation that has been enabled by computing and deliver a presentation on the ethical and social issues that are related to the innovation. For example, you may want to consider e-commerce, the Internet, Computer gaming, AI, Robotics, Smartphones.

You should conduct research into your chosen area, and your presentation should discuss the positive and negative impact on society, including any ethical issues. You should cite specific cases to support your arguments. Do not use the case studies presented in Topic 9.

(15 marks)

Mark scheme

0-3 marks	4-5 marks	6-8 marks	9-10 marks	11-15 marks
Little or no evidence of research of chosen area	*Research covers **almost all required information** with **some** relevant detail.*	*Research covers **all required information** with **some** relevant detail*	***Research covers all required information** with **relevant detail**.*	*Research covers **all required information** with **relevant detail**. **Convincingly customised for chosen case**.*
***Little or no** presentation discussion of computing impact on society*	*Presentation discussion of computing impact includes **almost all key** info.*	*Presentation discussion of computing impact covers **all key information** with some relevant detail.*	*Presentation discussion of computing impact covers **all key information with relevant detail**.*	*Presentation discussion of computing impact covers **all key information in appropriate detail and length***
***Little or no** discussion of ethical issues*	*Discussion of ethical issues covers **almost all key** information*	*Discussion of ethical issues covers **almost all key information***	*Discussion of ethical issues **covers all key information** with **relevant detail***	*Discussion of ethical issues covers **all key information** in **appropriate detail and length***

(b)   Individually write a 300 word reflection on your experience of this team exercise and discuss your contribution to the team, and any areas in which you provided leadership. Discuss what you would do differently if you were to do the exercise again, with reasons.

(10 marks)

0- 2 marks	3 marks	4-5 marks	6 marks	7-10 marks
Little or no reflection of team exercise	*Reflection covers **some relevant contributions** to team and leadership but **missing key information***	*Reflection covers **all relevant contributions** to team and leadership with **some relevant detail***	*Reflection covers **all relevant contributions** to team and leadership with **relevant detail and length***	*Reflection covers all **relevant contributions** to team and leadership with **some relevant detail and length. Convincingly related to team exercise.***
Little or no identification of improvements and reasons	*Identification of **some improvements/reasons** but **lacking key findings***	*Identification of **some relevant improvements/reasons** required with **some detail***	*Identification of **all relevant improvements/reasons** required with **relevant detail and length***	*Identification of all **relevant improvements/reasons** required with **relevant detail and length. Tailored appropriately** to performance in team exercise.*

Task 4 – 25 Marks

It is important to think about your future career: what you would like to do, and how you might achieve your aims. For this task you should write a report that discusses the following:

Mark scheme

(a)   Your career aspirations in the IT sector   **(5 marks)**

0 marks	1 mark	2-3 marks	4 marks	5 marks
No identification *of career aspirations*	*Identification of **limited career aspirations***	*Identification of **some relevant career aspirations** with **some detail***	*Identification of **all relevant career aspirations** with **relevant detail** and **length***	*Identification of **all relevant career aspirations** with **relevant detail** and **length. Appropriately tailored** to the IT sector.*

(b) Identify and explain how addressing personal development needs will enhance your career prospects using appropriate tools and techniques.   **(10 marks)**

Mark scheme

0- 2 marks	3 marks	4-5 marks	6 marks	7-10 marks
Little or no explanation of how personal development needs enhance career prospects	*Explanation of how some personal development needs enhance career prospects*	*Explanation of how **all personal development needs** enhance career prospects in **some detail***	*Explanation of how **all personal development needs** enhance career prospects in **relevant detail***	*Explanation of how **all personal development needs** enhance career prospects in **appropriate detail***
Little or no use of appropriate tools and techniques	*Use of **some appropriate tools and techniques***	*Use of **appropriate tools and techniques** in **some depth** and **some detail***	*Use of **appropriate tools and techniques** in **relevant depth** and **relevant detail***	*Use of appropriate tools and techniques in appropriate depth and appropriate detail. Tailored convincingly to personal development needs*

(c) Produce a suitable continuing professional development (CPD) plan with relevant objectives (that will bridge the gaps found in part a).

(10 marks)

Mark scheme

0- 2 marks	3 marks	4-5 marks	6 marks	7-10 marks
Little to no production of a CPD plan	*Production of **some relevant information** towards a CPD plan*	*Production of **relevant information** towards a CPD plan with **some detail***	*Production of **relevant information** towards a CPD plan with relevant detail*	*Production of **relevant information** towards a CPD plan with **relevant detail and length**. **Tailored specifically to address identified gaps.***
Little to no formulation of relevant objectives	*Formulation of **some relevant** objectives*	*Formulation of **all relevant objectives***	*Formulation of **all relevant objectives** in **some detail***	*Formulation of **all relevant objectives** in **appropriate detail and length***

Note to Markers

Please take appropriate action for any malpractice (plagiarism, collusion, referencing issues etc.) discovered as per the *AQ_28-a01_Academic Misconduct Policy* document. Please also complete and submit the *Malpractice Declaration Form*.

Learning Outcomes Matrix

Task	Learning Outcomes assessed	Marker can differentiate between varying levels of achievement
1	1, 4 and 5	Yes
2	2 and 5	Yes
3	3, 5 and 6	Yes
4	1, 4 and 5	Yes

Grade descriptors

Learning Outcome	Fail	Referral	Pass	Merit	Distinction
Demonstrate a critical understanding of employability attributes.	Demonstrates little to no ability to adequately review the effectiveness and appropriateness of information, data and results by failing to use pre-defined techniques and/or criteria.	Demonstrates an extremely limited ability to adequately review the effectiveness and appropriateness of information, data and results due to insufficient use of pre-defined techniques and/or criteria.	Demonstrates a satisfactory ability to review the effectiveness and appropriateness of information, data and results due to adequate use of pre-defined techniques and/or criteria.	Demonstrates a very good ability to review the effectiveness and appropriateness of information, data and results that goes beyond the minimum required to pass due to an accurate use of pre-defined techniques and/or criteria.	Demonstrates an excellent ability to comprehensively review the effectiveness and appropriateness of information, data and results due to a meticulous use of pre-defined techniques and/or criteria.
Demonstrate a critical understanding of professionalism attributes	Demonstrates little to no ability to adequately review the effectiveness and appropriateness of information, data and results by failing to use pre-defined techniques and/or criteria.	Demonstrates an extremely limited ability to adequately review the effectiveness and appropriateness of information, data and results due to insufficient use of pre-defined techniques and/or criteria.	Demonstrates a satisfactory ability to review the effectiveness and appropriateness of information, data and results due to adequate use of pre-defined techniques and/or criteria.	Demonstrates a very good ability to review the effectiveness and appropriateness of information, data and results that goes beyond the minimum required to pass due to an accurate use of pre-defined techniques and/or criteria.	Demonstrates an excellent ability to comprehensively review the effectiveness and appropriateness of information, data and results due to a meticulous use of pre-defined techniques and/or criteria.
Discuss ethical and social issues and impacts related to Computing	Has little to no awareness of principles and concepts underlying theoretical	Has vague awareness of principles and concepts underlying theoretical	Has satisfactory awareness of principles and concepts underlying theoretical	Has very good awareness of principles and concepts underlying theoretical	Has an excellent awareness of principles and concepts underlying theoretical

	frameworks and approaches and is unable to identify associated strengths or weaknesses.	frameworks and approaches and is only superficially able to identify associated strengths or weaknesses.	frameworks and approaches and demonstrates sufficient ability to identify associated strengths and weaknesses.	frameworks and approaches and is able in detail to identify associated strengths and weaknesses.	frameworks and approaches and is comprehensively able to identify associated strengths and weaknesses.
Undertake research into suitable careers and employment opportunities	Demonstrates little to no ability to adequately review the effectiveness and appropriateness of information, data and results by failing to use pre-defined techniques and/or criteria.	Demonstrates an extremely limited ability to adequately review the effectiveness and appropriateness of information, data and results due to insufficient use of pre-defined techniques and/or criteria.	Demonstrates a satisfactory ability to review the effectiveness and appropriateness of information, data and results due to adequate use of pre-defined techniques and/or criteria.	Demonstrates a very good ability to review the effectiveness and appropriateness of information, data and results that goes beyond the minimum required to pass due to an accurate use of pre-defined techniques and/or criteria.	Demonstrates an excellent ability to comprehensively review the effectiveness and appropriateness of information, data and results due to a meticulous use of pre-defined techniques and/or criteria.
Develop a plan for CPD	Has little to no awareness of principles and concepts underlying theoretical frameworks and approaches and is unable to identify associated strengths or weaknesses.	Has vague awareness of principles and concepts underlying theoretical frameworks and approaches and is only superficially able to identify associated strengths or weaknesses.	Has satisfactory awareness of principles and concepts underlying theoretical frameworks and approaches and demonstrates sufficient ability to identify associated strengths and weaknesses.	Has very good awareness of principles and concepts underlying theoretical frameworks and approaches and is able in detail to identify associated strengths and weaknesses.	Has an excellent awareness of principles and concepts underlying theoretical frameworks and approaches and is comprehensively able to identify associated strengths and weaknesses.
Participate constructively in teamworking	Demonstrates little to no ability to adequately review the effectiveness and appropriateness of information, data and results by failing to use pre-defined techniques and/or criteria.	Demonstrates an extremely limited ability to adequately review the effectiveness and appropriateness of information, data and results due to insufficient use of pre-defined techniques and/or criteria.	Demonstrates a satisfactory ability to review the effectiveness and appropriateness of information, data and results due to adequate use of pre-defined techniques and/or criteria.	Demonstrates a very good ability to review the effectiveness and appropriateness of information, data and results that goes beyond the minimum required to pass due to an accurate use of pre-defined techniques and/or criteria.	Demonstrates an excellent ability to comprehensively review the effectiveness and appropriateness of information, data and results due to a meticulous use of pre-defined techniques and/or criteria.