Unit:
Professional and Career Development in IT

Sample
Assignment

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- You **must** read the NCC Education document *Academic Misconduct Policy* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Hover over 'About Us' on the main menu and then navigate to 'Policies and Procedures' then scroll to the 'Student Support' area.
- Please make a note of the recommended word count. You could lose marks if you write 10% more or less than this.
- You must submit a paper copy and digital copy (on disk or similarly acceptable medium). Media containing viruses, or media that cannot be run directly, will result in a fail grade being awarded for this assessment.
- All electronic media will be checked for plagiarism.

Introduction

This assignment requires you to demonstrate knowledge and skills you have acquired throughout the course of this module in terms of the importance of employability skills, conducting self-evaluation through use of appropriate tools/techniques, identifying skills gaps and drawing up a CPD plan. It enables students to focus on what matters to employers in terms of teamwork, ethics, professionalism and legal implications. It also allows students to identify employers of choice who offer good career opportunities in the IT sector and to draw up a suitable CV and covering letter to be invited for interview at which they can perform well.

Choosing an appropriate organisation

Choosing an organisation upon which to focus involves selecting a business in which you are interested. It may be one in which you are currently working, aspire to work, or are otherwise familiar. The main focus is that you can acquire information about them easily. The following guidelines may help with your search:

Step 1: this assignment should be based on the IT sector.

Step 2: select an organisation within the IT sector which may be local, regional or have a strong national presence and/or operate internationally across many countries. If you cannot decide then a larger organisation can usually provide information that is easy to access via their website, with current news stories, vacancies, background information and operating performance through financial accounts etc.

Step 3: If choosing a large organisation you will find that typical features of these types of organisations are that they may have been involved in a recent merger/takeover, are a public limited company (PLC) or state-owned, are national or multi-national and operate across many sites, have a larger number of employees to manage, are accountable to senior managers (including board and stakeholders) and operate in competitive markets.

Researching your organisation

You can use web resources to enable you to understand the context in which your selected organisation operates. Do not limit yourself, however to web-based sources of information. You should also use academic, industry and other sources.

The Assignment

This assignment requires you to identify a suitable organisation in the IT sector, choose an IT vacancy that you would like to apply for, construct a suitable CV and covering letter that meets the organisation's essential and desirable criteria of the person specification/job description, attend a mock interview for the job, present your career aspirations and compose a CPD plan.

The module will be assessed by producing a 4000 word, fully referenced academic report that addresses the tasks given below. In order to complete the assignment, you will need to choose an appropriate organisation in the IT sector to research.

Instructions

Provide a brief (300 words) overview of your chosen organisation on which you will base your job application process on, interview and career aspirations.

Answer all FOUR (4) questions below:

Task 1 (25 marks)

(a) Select a suitable IT vacancy and provide a justification of your choice. Explain the employability skills required by the organisation. (10 marks)

(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)

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)

(b) Demonstrate appropriate behaviour, professionalism and responses at your interview to meet the employer's needs. (15 marks)

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.

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.

(15marks)

(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)

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:

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

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

(c) Produce a suitable continuing professional development (CPD) plan with relevant objectives (that will bridge the gaps found in part b). **(10 marks)**

Guidance

Consult with your tutor if you are uncertain about any aspect of this assignment.

Submission requirements

You must submit a word-processed report.

Your report should answer Tasks 1 to 4. The word count for your report is **4000 words**.

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education document *Academic Misconduct Policy* and ensured that you have acknowledged all the sources that you have used in your work? ❏

Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.** ❏

Have you ensured that your work has not gone over or under the recommended word count by more than 10%? ❏

Have you ensured that your work does not contain viruses and can be run directly? ❏