

Name:

Overall Grade: **P | M | D**

Learning Objective	Pass	Merit	Distinction
1: Understand the personal attributes valued by employers	<input type="checkbox"/> (P1) Explain the personal attributes valued by employers: <ul style="list-style-type: none"> <input type="checkbox"/> Self motivation <input type="checkbox"/> Leadership qualities <input type="checkbox"/> Respect <input type="checkbox"/> Dependability <input type="checkbox"/> Punctuality <input type="checkbox"/> Problem solving <input type="checkbox"/> Determination <input type="checkbox"/> Independent workers <input type="checkbox"/> Time management <input type="checkbox"/> Team working <input type="checkbox"/> Written numerical and verbal skills <input type="checkbox"/> Planning and organisational skills <input type="checkbox"/> Good working practices <input type="checkbox"/> (P1) Explain the working practices valued by employers: <ul style="list-style-type: none"> <input type="checkbox"/> Health & Safety <input type="checkbox"/> Following organisational procedures <input type="checkbox"/> Adhering to legislation 	<input type="checkbox"/> (M1) Explain the different personal skills that employers may require for the specific IT job roles of: <ul style="list-style-type: none"> <input type="checkbox"/> Web Designer <input type="checkbox"/> Programmer <input type="checkbox"/> Systems Engineer <input type="checkbox"/> Graphic Designer 	
2: Understand the principles of effective communication	<input type="checkbox"/> (P2) Explain each of the principles of effective communication: <ul style="list-style-type: none"> <input type="checkbox"/> Interpersonal skills <input type="checkbox"/> Cues in verbal exchanges <input type="checkbox"/> Questioning techniques <input type="checkbox"/> Written communication <input type="checkbox"/> Proofing Documents 		

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	<ul style="list-style-type: none"> <input type="checkbox"/> (P3) Discuss potential barriers to effective communication: <ul style="list-style-type: none"> <input type="checkbox"/> Language <input type="checkbox"/> Distraction <input type="checkbox"/> Noise <input type="checkbox"/> Lack of concentration <input type="checkbox"/> (P4) Demonstrate a range of effective interpersonal skills (observation form) 		<ul style="list-style-type: none"> <input type="checkbox"/> (D1) Explain how some of the potential barriers can be reduced.
3: Be able to use IT to communicate effectively	<ul style="list-style-type: none"> <input type="checkbox"/> (P5) Use IT to aid communications: <ul style="list-style-type: none"> <input type="checkbox"/> Presentation (LO2) <input type="checkbox"/> Business letter <input type="checkbox"/> Video conference <input type="checkbox"/> Email <input type="checkbox"/> Blog post <input type="checkbox"/> Wiki page (P6) <input type="checkbox"/> Proof-reading 3 documents <input type="checkbox"/> (P6) Communicate technical information to a specified audience. 	<ul style="list-style-type: none"> <input type="checkbox"/> (M2) Explain the choices of IT used. 	<ul style="list-style-type: none"> <input type="checkbox"/> (D2) Justify the use of the IT used to aid communication.
4: Be able to address personal development needs	<ul style="list-style-type: none"> <input type="checkbox"/> (P7) Produce a personal development plan. <input type="checkbox"/> (P8) Follow the personal development plan. <input type="checkbox"/> Create a CV and cover letter to apply for job vacancy. 	<ul style="list-style-type: none"> <input type="checkbox"/> (M3) Identify primary areas for improvement and how these will be achieved. 	