

Name:

Overall Grade: P | M | D

Unit 8 – Assessment Log

Assessment Objective	Pass	Merit	Distinction
1: Analyse national employment trends within a selected IT sector	<input type="checkbox"/> Identify the main areas of employment within the selected IT sector <input type="checkbox"/> Give a limited analysis of national trends within that sector.	<input type="checkbox"/> Identify the main areas of employment within the selected IT sector <input type="checkbox"/> Give a well developed analysis of national trends within that sector.	<input type="checkbox"/> Identify the main areas of employment within the selected IT sector <input type="checkbox"/> Give a critical analysis of national trends within that sector.
Notes:	AO1 Grade: P M D		
2: Carry out research using a range of sources of information, on careers opportunities within the IT sector	<input type="checkbox"/> Use a range of sources of information to research career opportunities: <ul style="list-style-type: none"> <input type="checkbox"/> Electronic <input type="checkbox"/> Written <input type="checkbox"/> Provide basic information on a narrow range of job roles within the selected IT sector. Eg.: <ul style="list-style-type: none"> <input type="checkbox"/> Local, national & international opportunities <input type="checkbox"/> Progression opportunities <input type="checkbox"/> Skills/training required 	<input type="checkbox"/> Use a range of sources of information to research career opportunities. <ul style="list-style-type: none"> <input type="checkbox"/> Electronic <input type="checkbox"/> Written <input type="checkbox"/> Personal contact <input type="checkbox"/> Provide detailed information on a range of job roles within the selected IT sector. Eg.: <ul style="list-style-type: none"> <input type="checkbox"/> Local, national & international opportunities <input type="checkbox"/> Progression opportunities <input type="checkbox"/> Skills/training required <input type="checkbox"/> Types of employer <input type="checkbox"/> Types of location 	<input type="checkbox"/> Use a range of information to research career opportunities. <ul style="list-style-type: none"> <input type="checkbox"/> Electronic <input type="checkbox"/> Written <input type="checkbox"/> Personal contact <input type="checkbox"/> Provide comprehensive information on a wide range of job roles within the selected IT sector. Eg.: <ul style="list-style-type: none"> <input type="checkbox"/> Local, national & international opportunities <input type="checkbox"/> Progression opportunities <input type="checkbox"/> Skills/training required <input type="checkbox"/> Types of employer <input type="checkbox"/> Types of location <input type="checkbox"/> Likely impact of emerging technologies & economic change
Notes:	AO2 Grade: P M D		



3: Produce a career plan for the next five years	<input type="checkbox"/> Carry out limited research and produce a basic career plan which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Analysis of own characteristics <input type="checkbox"/> Set career objectives <input type="checkbox"/> Required qualifications/skills <input type="checkbox"/> Set timescale <input type="checkbox"/> Analyse implications 	<input type="checkbox"/> Carry out detailed research and produce a well developed career plan which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Analysis of own characteristics <input type="checkbox"/> Set career objectives <input type="checkbox"/> Required qualifications/skills <input type="checkbox"/> Set timescale <input type="checkbox"/> Analyse implications 	<input type="checkbox"/> Carry out extensive research and produce a realistic and well developed career plan which includes: <ul style="list-style-type: none"> <input type="checkbox"/> Analysis of own characteristics <input type="checkbox"/> Set career objectives <input type="checkbox"/> Required qualifications/skills <input type="checkbox"/> Set timescale <input type="checkbox"/> Analyse implications
Notes:	A03 Grade: P M D		
4: Describe the advantages and disadvantages of preparing and presenting personal information for a job situation in different formats	<input type="checkbox"/> Produce a basic description of the advantages and disadvantages of preparing and presenting personal information. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Written <input type="checkbox"/> Interview <input type="checkbox"/> Presentation <input type="checkbox"/> Electronic communications <input type="checkbox"/> Use few examples.	<input type="checkbox"/> Produce a clear description of the advantages and disadvantages of preparing and presenting personal information. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Written <input type="checkbox"/> Interview <input type="checkbox"/> Presentation <input type="checkbox"/> Electronic communications <input type="checkbox"/> Use a range of examples.	<input type="checkbox"/> Produce a comprehensive description of the advantages and disadvantages of preparing and presenting personal information. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Written <input type="checkbox"/> Interview <input type="checkbox"/> Presentation <input type="checkbox"/> Electronic communications <input type="checkbox"/> Use a wide range of relevant examples.
Notes:	A04 Grade: P M D		
5: Plan for an interview and a presentation for a specific job role	<input type="checkbox"/> Produce a basic plan for the interview based on limited research. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Information on the organisation & implications <input type="checkbox"/> Communication skills <input type="checkbox"/> Responses to potential questions <input type="checkbox"/> Identify questions to ask <input type="checkbox"/> The plan for the presentation contains limited linkage to the job role and task set.	<input type="checkbox"/> Produce a detailed plan for the interview based on research. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Information on the organisation & implications <input type="checkbox"/> Communication skills <input type="checkbox"/> Responses to potential questions <input type="checkbox"/> Identify questions to ask <input type="checkbox"/> The plan for the presentation contains some linkage to the job role and task set.	<input type="checkbox"/> Produce a comprehensive plan for the interview based on extensive research. Include: <ul style="list-style-type: none"> <input type="checkbox"/> Information on the organisation & implications <input type="checkbox"/> Communication skills <input type="checkbox"/> Responses to potential questions <input type="checkbox"/> Identify questions to ask <input type="checkbox"/> The plan for the presentation contains clear linkage to the job role and task set.
Notes:	A05 Grade: P M D		



6: Take part in an interview and presentation for a specific job role and evaluate own performance	<ul style="list-style-type: none"><input type="checkbox"/> Interview performance is weak. Probing required from the interviewer to obtain appropriate responses.<input type="checkbox"/> Ask few questions of the interviewer.<input type="checkbox"/> Presentation contains limited linkage to the job role and task set.<input type="checkbox"/> Review own performance and identify scope for improvement with limited justification.	<ul style="list-style-type: none"><input type="checkbox"/> Interview performance is sound. Little probing required from the interviewer to obtain appropriate responses.<input type="checkbox"/> Ask a range of questions of the interviewer.<input type="checkbox"/> Presentation contains some linkage to the job role and task set.<input type="checkbox"/> Review own performance and identify scope for improvement with some justification.	<ul style="list-style-type: none"><input type="checkbox"/> Interview performance is competent. Respond fluently to all questions asked.<input type="checkbox"/> Ask well prepared and relevant questions of the interviewer.<input type="checkbox"/> Presentation contains clear linkage to the job role and task set.<input type="checkbox"/> Critically review own performance and identify scope for improvement with justification.
Notes:	A05 Grade: P M D		