



Cambridge TECHNICALS in IT



Unit 1: Communication & Employability Skills for IT

LO 4: Be able to address personal development needs.



Someone's Leaving ...

The current Technical Manager at *Compute-IT* has announced she will be emigrating in 1 year.

She has suggested you may be a suitable candidate for her replacement if you can boost your skill-set and experience by the time the job is advertised...



Identification



- Self assessment
- Appraisal meeting notes
- Feedback
- Performance data



Recording Needs



- Target setting
- Appraisal records
- Performance management reviews



Addressing Needs



- Work shadowing
- Team meetings
- Training
- Conferences



Learning Styles & Characteristics



- Active or reflective
- Visual
- Auditory
- Kinaesthetic



Personal Development Plan



- Current Technical Skills
- Strengths
- Areas for Development
- Action Plan



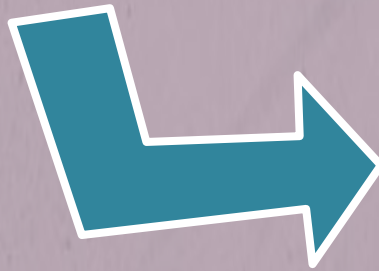
CV & Covering Letter



- Creating a CV

- Lots of built-in templates available in Word

- Writing a covering letter



Your Name
Your Road
YOUR TOWN
Kent
Your Postcode

16 July 2012

Miss Maddams
Compute-IT
George V Avenue
MARGATE
Kent
CT9 5RE

Dear Miss Maddams





L04 Portfolio Evidence



✓ (P7) Personal Development Plan

- Use the template to create a Personal Development Plan to follow that will enable you to be in a position to apply for the role of “Technical Manager” when it becomes available next year.

✓ (P8) Follow a Personal Development Plan

- Follow your personal development plan and produce evidence to prove this, such as:
 - A Journal
 - Meeting notes with your line manager (teacher)
 - Witness Statements
- Create a CV and covering letter to apply for the role of “Technical Manager”.





L04 Portfolio Evidence Continued



✓ (M3) Primary Areas for Improvement

- Identify areas of improvement that you could make to be more suited to the job-role and explain how you could achieve these.

