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| **Module code:** | BMAF008-20 |
| **Module title:** | Planning Your Career in Business |
| **Assignment:** | 1 |
| **Word count:** | 3,000 words – 10% +/- |
| **Contribution to module mark:** | 100% |
| **Submission deadline:** | **7th Oct 2024 (Time: 23:59)** |
| **Assessment outline (from the module specification):** | A professional portfolio comprising a personal statement, completed application for a volunteer/work experience placement with a relevant C.V. and a skills development action plan. |
| **Learning outcomes assessed:** | LO1: Understanding of your skills and how they relate to your career goals.  LO2: Ability to identify and utilise a variety of sources and resources to support your own personal and professional development.  LO3: Understanding of methods of personal and professional development and training as well as how they relate to your employability. |
| **Assessment Task – (Portfolio Development)** | |
| Students are required to produce a **portfolio** which should contain the following components:  **Section A: (Suggested Words: 1000).**   * A brief introduction to indicate what the portfolio contains and the reason for both the personal statement and the CV that will be presented. * You may also want to consider writing a short overview of the chosen organisation in a bid to justify your particular interests in working in such a place.   **Section B: (Suggested Words: 700-800).**   * Personal statement in support of your application for a volunteer/work experience placement in any organisation of your choice. * A detailed CV that has been carefully designed to fit purpose.   **Section C: (Suggested Words: 1200).**   * Self-assessment reflecting skill gaps (SWOT analysis inclusive). * Action plan tailored towards your skill development (reflecting SMART objectives). | |
| *For all policies regarding submission of your work please refer to the Programme and Student Handbooks.* | |

**Assessment Marking Criteria**

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|  | **Fail 0-39**  **Poor quality** | **D. 40-49**  **Satisfactory quality** | **C. 50-59**  **Sound quality** | **B. 60-69**  **Good quality** | **A. 70-79**  **Excellent quality** | **A. 80-100**  **Outstanding quality** |
| **Clarity (30%)** | Language is unclear and confusing throughout. Required components of the portfolio are either not discussed or are presented inaccurately. | The language used is appropriate. There are frequent lapses in clarity and accuracy of the portfolio contents produced. | The language used is sound. There are only minor, infrequent lapses in clarity and accuracy of the portfolio contents produced. | The language used is very good, clear, and expressive. Abstract concepts are explained accurately. Explanation of concepts makes sense to an uninformed reader. | Excellent use of language. Abstract concepts are explained excellently well. Explanation of concepts is impressive. | Outstanding use of language. Abstract concepts are explained excellently well. Explanation of concepts is highly impressive. |
| **Relevance (30%)** | Most sections in the portfolio are irrelevant to the student or course learning outcomes. | Student makes an adequate attempt to demonstrate understanding of the assessment requirements. Potential attainment of learning outcomes is evident. | Sound effort; demonstrates appreciable understanding of the assessment requirements. Attainment of learning outcomes is evident. | A very good portfolio has been produced, each component has been well captured to fit purpose. | The portfolio produced is commendable. Each component has been professionally written. | The portfolio produced is highly commendable. Each component has been professionally written. |
| **Analysis (25%)** | The portfolio produced has no assessment of skills and competencies. | Descriptive assessment of skills and competencies, basic understanding of strategies to career development. | Sound assessment of skills and competencies, strategies to career development are well defined. | Detailed assessment of skills and competencies, a very good understanding of strategies to career development demonstrated. | Excellent assessment of skills and competencies, understanding of strategies to career development is commendable. | Outstanding assessment of skills and competencies, understanding of strategies to career development is highly commendable. |
| **Structure, references, and Style** **(15%)** | No logical structure and poor presentation. Major errors in referencing or no referencing. Harvard Referencing Style not used. Exceedingly high number of errors. | Simple structure, with no efforts in presenting the correct formats. Major improvement needs to be made to one of these areas: spelling, grammar, punctuation. References are used, but in a very poor manner (poor in-text referencing). | A good structure, effectively presented, with logical structure of correct formats. Sound referencing with some mistakes in the application of the Harvard Referencing style. There is a small number of minor errors in spelling, grammar, punctuation. | Good presentation with some areas of potential improvement of formats. A broad set of relevant academic sources used. Good referencing with minor mistakes in the application of the Harvard Referencing style. There are hardly any errors in spelling, grammar, punctuation. | Excellent structure and proper use of presentation techniques to produce an attractive and easy to read document. A rich set of relevant sources. Excellent referencing - very accurate, skilful, and appropriate. No noticeable errors in spelling, grammar, punctuation. | Outstandingly presented work, with a clear logical structure and advanced use of presentation techniques. Flawless referencing, an outstanding range of sources. The document is edited to a professional standard. There are no errors in grammar, spelling, or punctuation. |