UNIT 13: PERSONAL AND PROFESSIONAL DEVELOPMENT SCORE SHEET

THE REFLECTIVE SCHOLAR-PRACTITIONER: Unit 13 Term-paper is designed to assess your ability to: develop a range of professional and personal skills within the context of how the development of self-management corresponds with effective team management in meeting objectives in the social context of the business organization; organise, manage and practice a range of approaches to improve your performance as a self-directed learner in preparation for work or further career development; develop a range of professional and personal skills in order to promote future personal and career development.

INSTRUCTION TO THE STUDENTS:

- These Tasks combine knowledge from Theory, Research and Practical Experiences applied to the work experience. Research means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. Practice means that you are required to write from current and prior knowledge in your personal life and social settings.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. This includes information obtained from direct word-of-mouth or the published works of others. A Fail Grade is given where Plagiarism is identified in your work.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4-Recommendations/Conclusion.
- To Pass the unit you MUST Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria given. Referred Grade means resit. You must resit any AC that you fail. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees.
- You SHOULD complete and submit a hardcopy and softcopy on the due dates given. ALL late work attract a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com.
- You MUST pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality and business ethics.
- Remember you **MUST** participate in the Class Form by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from the Forum. You Must Pass the Forum to pass the course/unit.
- Learning Outcome 2 has individual assignments only. SUBMISSION DEADLINE:

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO2 LO2 Be able to take responsibility for own personal and professional development	AC 2.1 Evaluate own current skills and competencies against professional standards and organisational objectives *The Student should carry out this task as a Reflective Scholar Practitioner by:*		
	1. Using Paragraph One for the defining of key terms: (1) **job skills and competencies; (2) professional standards; (3) organisational objectives.**		
	2. Using Paragraph Two for the research findings on a few: **self-evaluation tools for assessing personal skills and competencies.**		
	3. Using Paragraph Three to: (1) **outline what the objectives of the current organization are;** (2) **outline the specific organisational requirements for a job role e.g. the description, skills and qualities essential for the business manager and leader (or another expertise field). (3) Use one of the evaluate tools/models -** from paragraph 2 **- to assess and determine your own current skills and competencies (4) Highlight the GAPS that you find between your skills and the organizational standards and requirements to ascertain your skills and competencies that must be focused on and honed to meet the organizational needs.**		
	4. Using Paragraph Four to make draw Conclusions **about the organizational requirements vis-à-vis your ability to meet the same** - (Use GAP Model to show the gaps that you found between your current state and the desired organizational goals).		
	5. Carrying Out the command in the task: To '**Evaluate**' which means: **"Make a qualitative judgement taking into account different factors and using available knowledge/experience/evidence."**		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and Content areas of the Unit: **Self-appraisal:** • Skills audit (personal profile using appropriate self-assessment tools); • Evaluating self-management; • Personal and Interpersonal skills; • Leadership skills		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 400 - 600 Words Requirements (only 10% more or less words can deviate from the instructions).		
	A Pass Grade Is Awarded	**YES**	**NO**
	Name Of Assessor: Date Of Assessment:		

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO2 Be able to take responsibility for own personal and professional development	AC 2.2 Identify own development needs and the activities required to meet them *The Student should carry out this task as a Reflective Scholar Practitioner by:*		
	1. Using Paragraph One to provide a brief definition: **Personal developmental needs**		
	2. Using Paragraph Two for the research findings on**: tools and models to identify personal development needs**		
	3. Using Paragraph Three to: **adapt a personal development tool/model identified in paragraph 2. Use it to identify your own development needs. Once this is accomplished: 1) formulae SMART objectives to achieve the needs and 2) plan effective and specific activities to meet EACH OF the objectives identified.**		
	4. Using Paragraph Four to make Recommendations or draw Conclusions about **your needs and activities to plan for them.**		
	5. Carrying Out the command in the task: To **Identify** which means: "**Recognise, list, name or otherwise characterize.**"		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and Content areas of the Unit: **Self-appraisal:** • Skills audit (personal profile using appropriate self-assessment tools); • Evaluating self-management; • Personal and Interpersonal skills; • Leadership skills		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600 Words Requirements (only 10% more or less can deviate from the instructions).		
	12. Linking the answers specific to the Business Case.		
	A Pass Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade	ACHIEVED	
		YES	NO
LO2 Be able to take responsibility for own personal and professional development	AC 2.3. Identify development opportunities to meet current and future defined needs *The Student should carry out this task as a Reflective Scholar Practitioner by:*		
	1. Using Paragraph One to briefly explain the key term: **development opportunities**		
	2. Using Paragraph Two for the research findings on: **how to Identify personal development opportunities to meet current and future needs**		
	3. Using Paragraph Three to: 1) **Identify current and future development opportunities that exist in your organization and 2) assess how you can develop your current skills and abilities so you can meet the performance requirements to fill all/any of the opportunities/roles that you identified inside the organization which interest you.**		
	4. Using Paragraph Four to make Recommendations or draw Conclusions about **your current development plan to match the performance requirements of a future role.**		
	5. Carrying Out the command in the task: To **Identify** which means: "**Recognise, list, name or otherwise characterize**"		
	6. Discussing at least **five (5) themes and perspectives related to** your research findings and the Course Content: **Development Plan** • Current Performance; • Future Needs; • Opportunities And Threats To Career Progression; • Aims And Objectives; • Achievement Dates; • Review Dates; • Learning Programme/Activities; • Action Plans; • Personal Development Plan • **Portfolio building**: developing and maintaining a personal portfolio • **Transcripts**: maintaining and presenting transcripts including curriculum vitae		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized..		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the **450 - 600** Words Requirements (10% more or less is required: 540 Words/660 Words).		
	12. Linking the answers specific to the Business Case.		
	A Pass Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

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NAME OF STUDENT: **DATE:**

Learning Outcome	Students Must Meet ALL The Following Requirements For A **PASS** Grade						ACHIEVED	
							YES	NO
LO2 Be able to take responsibility for own personal and professional development	AC 2.4. Devise a personal and professional development plan based on identified needs *The Student should carry out this task as a Reflective Scholar Practitioner by Developing A Personal Professional Plan:*							
	Personal And Professional Plan For _____ to _____ 20__							
	PERSONAL AND PROFESSIONAL NEEDS IDENTIFIED	OBJECTIVES	ACTIVITIES	RESOURCES REQUIRED	TIMELINE	EXPECTED OUTCOMES		
	A Pass Grade Is Awarded						YES	NO
	Name Of Assessor:				Date Of Assessment:			

UNIT 13: Higher Grades Score Sheet

NAME OF STUDENT: **DATE:**

GRADE FOR AC #:	To Be Awarded A **MERIT** Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate.		
	2. Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. It is well organized around one main idea, it presents a worthwhile and interesting idea. That is, the idea is supported by sound evidence presented in a neat and orderly way.		
	3. Ends by keeping the promise that the writer makes in the beginning.		
	A MERIT Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

GRADE FOR AC #:	To Be Awarded A **DISTINCTION** Grade students must meet the Pass Grade Criteria and further demonstrate higher ability:	ACHIEVED	
		YES	NO
	1. Paper is lively, well-paced, interesting, and everything in it seems to fit the theme exactly. Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them. It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter.		
	2. Apply the knowledge of subject concepts to the Case effectively.		
	3. Identify, formulate, and solve problems.		
	4. Conduct, Analyze and interpret primary and secondary data effectively using appropriate research tools.		
	5. Use seven or more (combination of) theories, techniques, skills, and modern tools of the practice.		
	6. Recommendations/Conclusions are relevant to the findings, presented with justification.		
	A DISTINCTION Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		

GRADE FOR AC #:	A **REFERRED** Grade is awarded because the student has not met the Assessment Criteria (AC) to be awarded a PASS Grade:		
	A REFERRED Grade Is Awarded	YES	NO
	Name Of Assessor: Date Of Assessment:		