

Colbourne College

BTEC L5 HND ASSIGNMENT BRIEF PAGE

Unit Number and Title	UNIT 42: EMPLOYABILITY SKILLS
Student ID Number AND Name	
Academic Year	2018
Unit Tutor	
Mode of Study	
Assignment Number & Title	LO 2 Develop interpersonal and transferable skills
Issue Date	
Submission Date	

**TERM PAPER DECLARATION:
STATEMENT OF ORIGINALITY AND AUTHENTICITY**

I confirm that the term paper I am submitting is an original and authentic piece of work written by myself that satisfies academic rules and regulations with respect to Plagiarism. I further confirm that I have fully referenced and acknowledged all material incorporated as secondary resources in accordance with the Harvard System. **Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.**

STUDENT/S SIGNATURE

DATED

OFFICIAL USE BELOW: GRADE AND SUMMATIVE REMARKS

Grade Assigned		
Assessors' Name & Date	MARKER	INTERNAL VERIFIER
Assessor's Summative Feedback		
Assessors' Signature & Date	Marker's	Internal Verifiers's

FORUM AND TERM PAPER ASSIGNMENTS

Unit 42: Employability Skills

Unit code: A/601/0992

QCF level: 5

Credit value: 15

AIM

This unit provides learners with the opportunity to acquire honed employability skills required for effective employment.

UNIT ABSTRACT

All learners at all levels of education and experience require honed employability skills as a prerequisite to entering the job market. This unit gives learners an opportunity to assess and develop an understanding of their responsibilities and performance in or when entering the workplace.

Learners will consider the skills required for general employment such as interpersonal and transferable skills, and understand the dynamics of working with others in teams or groups, and the importance of leadership and communication skills.

The unit also deals with the everyday working requirement of problem solving, which includes the identification or specification of the 'problem', strategies for its solution, and then evaluation of the results of the solution through reflective practice.

LEARNING OUTCOMES

On successful completion of this unit a learner will:

1. Be able to determine own responsibilities and performance
2. **Be able to develop interpersonal and transferable skills**
3. Understand the dynamics of working with others
4. Be able to develop strategies for problem solving.

COURSE CONTENT AND OBJECTIVES

LO 2: Be able to develop interpersonal and transferable skills

LO 2. Course Content

- **Effective communication:** verbal and non-verbal eg awareness and use of body language, openness and responsiveness, formal and informal feedback to and from colleagues; ICT as an effective communication medium; team meetings
- **Interpersonal skills:** personal effectiveness; working with others; use of initiative; negotiating skills; assertiveness skills; social skills
- **Time management:** prioritising workload; setting work objectives; making and keeping appointments; working steadily rather than erratically; time for learning; reliable estimate of task time
- **Problem solving:** problem analysis; researching changes in the workplace; generating solutions; choosing a solution

THE OBJECTIVES OF THE ASSIGNMENT ARE TO:

1. A.C2.1 develop solutions to work-based problems
2. A.C2.2 communicate in a variety of styles and appropriate manner at various levels
3. A.C2.3 identify effective time-management strategies

ASSIGNMENT TWO

LO 2: Be able to develop interpersonal and transferable skills

WEEKS 5 & 6

Individual Term Paper Assignments

Please refer to the course outline and resources provided. To attempt the assignments on this Unit you will generate the evidence through ONE of the following activities:

OPTIONAL CASE STUDY ACTIVITIES. CHOOSE A SUITABLE SCENARIO:

Option 1: Refer to your engagement as team-member on the performance and execution of the Batcole Project Management Case Study On iTutor to undertake the following tasks.

Option 2: individual work placements

Option 3: Research Project

Option 4: In the process of working with others as a team member on school assignments

Option 5: Work-Place Projects (eg employee-supervisor roles, teamwork, group work) and everyday communication within the workplace).

PERSONAL ESSAY (1,500 Words)

TASK ONE

AC 2.1 Develop solutions to work-based problems that you identified or experienced

TASK TWO

A.C 2.2 Communicate in a variety of styles and appropriate manner at various levels

(Select and use appropriate media to communicate and receive feedback on the solutions that you generated. Communicate with different level stakeholders thus use various and appropriate choices).

TASK THREE

A.C2.3 Identify effective time-management strategies

(Link your answer to the problem, solutions that you generated, and communication, feedback, and media selected to facilitate the communication process).

SUBMISSION DEADLINES

*Early Submission Deadline: **March 9***

*Late Submission Deadline With Late Fee: **March 16***

ASSIGNMENT INSTRUCTIONS AND RESOURCES

TERM PAPER REQUIREMENTS

Assignments are mainly research papers. This means that to carry out the given tasks in the assignment will require extensive search for information in valid materials, critical review of the literature found, and citing all sources in the research report. Information should be drawn from sources e.g. textbooks, eBooks, journal articles, companies' websites, newspapers and professional subject-specific articles and websites.

ORGANISATION AND SUBMISSION

The main sections of the research essay are:

Section One | Introduction

Introduce your theses statement and very briefly define the key terms in your assignment.

Section Two | Research Findings

Provide a numbered list of the main sources that you are citing from with a brief argument from each that directly answer the task that you are undertaking. You will discuss these findings here but in paragraph 3 when you are presenting your argument. The minimum number of sources to be cited are stated in your assignment instructions - be sure to meet that requirement.

Section Three | Discussion Of The Research Findings

Here you will carry out the command in the assignments. That is, use your research findings in paragraph two to now explain, discuss, analyze, compare etc. as the task states. Ensure you know what the command verb wants you to do before you begin writing up the research report. See the direct link to the definitions of the [Command Verbs](#) used in the assignments.

Section Four | Conclusion

Your conclusion is a summary of the key points in your assignment, e.g. the presentation of the outcome or results.

ORGANISATION OF THE TERM PAPER FOR SUBMITTING:

Cover Page | Access A Sample On iTutor

Complete fully and use the Assignment Brief for the cover.

Table of Content (TOC)

Your Table of Content shows all inclusions in your assignment report by titles and page numbers. Microsoft Word has templates that you can use to produce a neat TOC.

Include The Score Sheets | Access Score Sheets For Each Assignment On iTutor

The score sheets are used to grade your assignment and provide you with the feedback. Print same and include for each assignment submitting.

Include Reference Page In Assignments | Reference Page Lists All Sources Cited In-text

The Reference Page is a list of all sources that you cited in-text. Place the sources in-text in alphabetical order in the reference list. Use citethisforme.com to do your referencing. Remember to select Harvard Referencing before executing the tasks.

PREPARING AND SUBMITTING THE WORK

- ✦ Number all pages in your work
- ✦ Use headings for each task in the assignment (e.g. AC 1.1 / P1 Task Instructions)
- ✦ Use Font Style: Arial | Use Font Size: 11 | Use Paragraph Spacing: 1.5
- ✦ You must submit one hard copy of the assignment and upload the soft copy on itutor.

Submitting The Work Online | Upload To iTutor

The work must be sent alongside the receipt for printing. Both **MUST** be received before the published deadline. Do not send payment before the work to be printed **NOR** send the work to be printed without payment. If both are not done before the deadline, the work is considered not received.

Fees for printing and binding

Per Page To Print In JMD: Black: JM\$20 Color: JM\$30 - \$100 Binding: JM\$150
Per Page To Print In US\$: Black: US\$1 per 5 pages Color: US\$1 per page Binding: US\$2
Where You Pay: view the different options at www.studyaimusa.org

GENERAL INSTRUCTIONS FOR THE CASE STUDY, TASKS AND INSTRUCTIONS FOR UNIT 34 LO1:

In Teams of **two members**, carry out the following activities. Please refer to the course outline and resources provided. Include at least six (6) references in EACH of the task. Use Harvard Referencing Style through-out the work.

GENERAL RESOURCES TO SUPPORT THE ASSIGNMENT

- Definitions Of Command Verbs Used In The Task
- LINK: <http://www.ocr.org.uk/Images/149928-command-verb-definitions.pdf>
- Main Parts Of An Academic / Research Essay
- LINK: <https://langara.ca/departments/history-latin-political-science/pdf/Guidelines%20Main%20parts%20of%20an%20academic%20essay.pdf>
- List Of Verbs You Can Use When You Are Citing
- LINK: <https://www.wildapricot.com/articles/how-to-plan-an-event>