

# Colbourne College

## BTEC L5 HND ASSIGNMENT BRIEF PAGE

|                               |  |
|-------------------------------|--|
| Unit Number and Title         | <b>UNIT 42: EMPLOYABILITY SKILLS</b>               |
| Student ID Number<br>AND Name |  |
| Academic Year                 | <b>2018</b>  |
| Unit Tutor                    |  |
| Mode of Study                 |  |
| Assignment Number<br>& Title  | <b>LO4. Develop strategies for problem solving</b> |
| 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**

|                               |               |                          |
|-------------------------------|---------------|--------------------------|
| <b>Grade Assigned</b>         |               |                          |
| Assessors' Name & Date        | <b>MARKER</b> | <b>INTERNAL VERIFIER</b> |
| 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**

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## **LO 4: Be able to develop strategies for problem solving**

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### **LO 4. Course Content**

#### **Specification of the problem:**

- Definition of the problem; analysis and clarification

#### **Identification of possible outcomes:**

- Identification and assessment of various alternative outcomes

#### **Tools and methods:**

- Problem-solving methods and tools

#### **Plan and implement:**

- Sources of information; solution methodologies; selection and implementation of the best corrective action eg timescale, stages, resources, critical path analysis

#### **Evaluation:**

- Evaluation of whether the problem was solved or not; measurement of solution against specification and desired outcomes; sustainability

### **THE OBJECTIVES OF THE ASSIGNMENT ARE TO:**

1. A.C4.1 evaluate tools and methods for developing solutions to problems
2. A.C4.2 develop an appropriate strategy for resolving a particular problem
3. A.C4.3 evaluate the potential impact on the business of implementing the strategy

# ASSIGNMENT FOUR

## LO4 Be able to develop strategies for problem solving

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### INSTRUCTIONS FOR THE CASE STUDY, TASKS, AND INSTRUCTIONS FOR UNIT 42 LO4:

Carry out the given 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.

### WEEKS 8 & 9

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

#### **PERSONAL ESSAY (1,000 – 1,200 Words)**

A.C4.1 evaluate tools and methods for developing solutions to problems

A.C4.2 develop an appropriate strategy for resolving a particular problem

A.C4.3 evaluate the potential impact on the business of implementing the strategy

### **SUBMISSION DEADLINES**

Early Submission Deadline: **April 27.**

Late Submission Deadline With Late Fee: **May 4**

# ASSIGNMENT INSTRUCTIONS AND RESOURCES

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## 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](http://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](http://www.studyaimusa.org)

## LINKS TO RESOURCES FOR THE ASSIGNMENT

The following Reading Assignments are for lead discussion at the group meetings and to assist with carrying out the assignments:

- ❖ 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>