

Assessment brief including criteria mapped to learning outcomes

There is one summative assessment comprising three parts:

- Part A - Reflective Journal (40%)
- Part B - Personal Learning and Development Plan (30%)
- Part C –Interview (30%)

This assessment will take place over weeks 8, 10, 12/13 and 16.

Assessment Breakdown Assessment 1 Part A – Reflective Journal

Starting from week one, you will keep a weekly journal of what is discussed, what skills are learnt from each session and what you can do to further improve on and develop these skills. Students **will be provided with a template**, made available on Blackboard, on which to record journal entries. This journal will be submitted, via Blackboard, for formative feedback at the end of week eight. This feedback will provide you with the opportunity to improve your work before final submission in week 16.

Weighting: 40%

Date/time/method of submission:

Formative submission via Blackboard at the end of week 8. The exact date will be confirmed on Blackboard.

Word count or equivalent: 1200 words (plus or minus 10%).

Assessment criteria:

Assessment criteria
Appropriate introduction to text
Demonstrates knowledge and understanding of topics covered
Assessment of own strengths/weaknesses and address learning needs
Ability to provide suggestions for self-improvement
Ability to organise and structure text
Ability to use style appropriate language
Ideas are appropriately concluded

Assessment 1 Part B and C – Personalised Learning and Development Plan

This assessment will take place in **weeks 10, 13, and 14**. Students will formatively submit, via Blackboard, a written Personal and Academic Development Plan in **week 10** on which there will be an opportunity to obtain feedback. They will then have a recorded Interview with their tutor in weeks 13/14; this will be a discussion of their academic and personal development. Students must bring their completed reflective journal and personal learning and development plan to this interview for discussion. The reflective journal and personal learning and development plan must be submitted, via Blackboard, at the end of **week 16**.

Weighting: 60%

Date/time/method of submission:

- Week 8/10 – Formative Personal Learning and Development Plan via Blackboard for feedback
- Weeks 13/14 – Summative Interview with tutor in seminars
- Week 16 – Summative Reflective Journal and Personal Learning and Development Plan via Blackboard

Part B – Personal Learning and Development Plan

Students will be required to write a personal learning and development plan; this plan is a process of self-analysis, personal reflection and honest appraisal of your current strengths and areas that need to be improved and developed with time. This should enable you to evaluate the value of the skills developed throughout this module and others during the semester, and to focus on the development of skills required for level 4.

A PDP has three stages:

Stage 1 – Analysis. The first stage is designed to analyse your strengths and weaknesses and consider your learning needs. You will be able to draw from the skills developed during your first semester at university as well as activities that you are involved in outside of university. These should be supplemented by the perceived opportunities that will have been derived from your experience and any possible

threats to your continued success **Stage 2 – Setting SMART Goals.** This involves setting new and clearly definable goals for yourself that are realistic, achievable and measurable.

Stage 3 – Personal Objectives. This involves setting out your personal objectives which could look ahead to the long term, and your objectives after completion of your university studies.

A template to use for your plan will be uploaded to Blackboard. This will be made available as a word document. There also will be opportunities, in seminars, to discuss this in class and obtain feedback from your tutor.

Assessment criteria:

Assessment criteria
Use of SMART framework
Ability to clearly define goals
Able to show steps required to attain goals
Setting deadlines for goals and prioritising
Evaluating own strengths/weaknesses
Awareness of learning needs
Long term personal development
Organisation/structure of PDP

Part C – Interview with Tutor

You will need to bring your completed reflective journal and personal learning and development plan: you will also need to prepare a 3–5-minute presentation based on these to a pre-arranged interview (**no slides are required**). The tutor will listen to the presentation and ask questions about the reflective journal and plan. This interview will be recorded.

There will be opportunities to discuss the interview process and obtain feedback in class.

Assessment criteria:

Assessment criteria
Demonstrate an understanding of the value of learning and development planning

Oral communication in a formal context
Ability to organise ideas coherently when speaking
Understanding of the ideas discussed
Responding to questions
Introducing and concluding presentation
Long term personal development

The marking scheme for this assignment will use the following criteria to determine grades:

Marking scheme:

100–80 %	79-70%	69-60%	59-50%	49-40%	39-30%	29-0%
The work produced is exceptional in most/all aspects, substantially exceeding expectations for this level.	The work produced is of excellent quality, exceeding expectations for this level in many aspects.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in several of them.	The work produced meets all of the intended learning outcomes and exceeds the threshold expectations for this level in some of them.	The work produced meets all of the intended learning outcomes at, but rarely exceeding the threshold expectations for this level.	The work produced fails to meet all of the intended learning outcomes and is marginally inadequate for this level.	The work produced fails to meet all of the intended learning outcomes and is inadequate for this level.