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| G:\Brooke Weston Logos\Bitmap Images\Logo Only\BW Logo 2007 Shape GIF.gif | **Brooke Weston Academy**  OCR Cambridge TEC (Introductory Diploma/Diploma) in IT  **Unit 1 - Communication and Employability Skills** | Student Name:­­­­ \_\_\_\_\_\_\_\_\_\_\_ **Grade Awarded by: \_\_\_\_\_\_\_**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 1 - Assignment Feedback

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| **TASKS & LEVEL** | **ACTIVITIES** | | | | | | **FEEDBACK** |
| **LO1 - Understand the personal attributes valued by employers** | | | | | | | |
| 1 - P1.1 | Explain in your words what a legislation is, and the importance to employers/employees? | | | | | |  |
| 2 - P1.2 | Produce a **report** describing the risks and the measures employees/employers need to take to prevent injury or injuring others who use ICT equipment | | | | | |  |
| **The Law** | | **Dangers (RSI / Stress / Working Environment)** | | **Preventions** | |
| 3 - P1.3 | Produce a **report** describing the risks and the measures employees/employers need to consider when dealing within data held | | | | | |  |
| **What is it?** | | | **Adhering to Legislation** | | |
| 4 - P1.4 | Produce a **report** describing the risks and the measures employees/employers need to respect | | | | | |  |
| **What is it?** | | | **Adhering to Legislation** | | |
| 5 - P1.5 | Produce a **report** describing how employees/employers are provided an equal opportunity in their job prospects | | | | | |  |
| **Adhering to Legislation** | | | **What is it?** | | |
| 6 - P1.6 | Produce a **report** describing how employees/employers are obliged to provide information to interested parties | | | | | |  |
| **What is it?** | | | **Adhering to Legislation** | | |
| 7 - P1.7 | Produce a **report** describing the risks and the measures employees/employers need to take to prevent illegal use of resources. | | | | | |  |
| **What is it?** | | | **Adhering to Legislation** | | |
| 8 - P1.8 | Produce a **report** describing how employees/employers carry out relevant checks to obtain a job | | | | | |  |
| **What is it?** | | | **Adhering to Legislation** | | |
| 9 - P1.9 | Produce a **report** that identifies and explains the different personal attributes required during a candidates employability | | | | | |  |
| **Leadership Qualities** | **Planning And Organisational Skills**  **(Time Management)** | | **Problem Solving** | | **Team Player** |
| **Business Skills**  **(Written / Verbal / Numerical / Computing)** | **Independent Workers**  **(Self Awareness / Self Motivation )** | | **Personal Skills**  **(Flexibility / Determination /**  **Career Minded)** | | **Personal Abilities**  **(Punctuality /**  **Respectful / Dependability / Professionalism)** |
| 10 - P1.10 | Pick a job role from the list above, and highlight the key personal attributes required based on the job specification - include job advert selected | | | | | |  |
| **Leadership Qualities** | **Planning And Organisational Skills** | | **Problem Solving** | | **Team Player** |
| **Business Skills** | **Independent Workers** | | **Personal Skills** | | **Personal Abilities** |
| 11 - M1 | Within a table, compare the skills required, selected in Task 10, to a ICT Teacher | | | | | |  |
| **LO2 – Understand the principles of effective communication** | | | | | | | |
| 1 - P4.1 | Create a **series of notes**, considering effective use of communications within employment, include ***examples***, so that you can hold a discussion on the reasons why these types of skills are vital. Using the following headings: | | | | | |  |
| **Verbal Conversations / Exchanges** | | **Questioning Techniques** | | **Written Communication** | |
| 2 - P4.2 | **Group Discussion -** A discussion should develop and evolve through thoughts and opinions on the following areas: | | | | | |  |
| **Gathering of Information** | | **Understanding** | | **Cultural Differences** | |
| **Meet Needs of Audience** | | **Why are they appropriate?** | | **Potential Improvements for Use** | |
| 3 – P2.1 | Produce a report on 5 different communication methods, focus on the principles (aids) of effective use | | | | | |  |
| **Purpose** | **Medium** | | **Style & Delivery** | | **Message & Readability** |
| 4 – P3 | Based on 5 different communication methods selected in Task 3, focus on the barriers to effective use (Good Practice and Common Mistakes), supported by examples | | | | | |  |
| 5 – D1 | For the 5 different communication methods selected in Task 3, suggest techniques that could be used to reduce the potential barriers when used as a communication method | | | | | |  |
| 6 – P2.2 | You need to **explain** the different forms of checks/techniques that can be carried out and how they can be beneficial | | | | | |  |
| **Techniques** | | | **Checks** | | |
| Reviewing Documents  Inserting Comments  Document Versions  Merging Information From Different Users  Compare And Merge | | | Grammar  Spelling  Proof-reading  Punctuation | | |