

ASTLEY COMMUNITY HIGH SCHOOL

BTEC Level 3 ICT



Preparation Work for BTEC Year 12 ICT

To prepare for BTEC ICT in Year 12 complete the following assignment over the summer break. This task covers P7 and P8 for the mandatory Unit 1: Communication & Employability Skills for ICT.

Your PDP will prepare you for your ICT work; It is advisable to think of ICT-related skills that you think you need to improve. I.e. Email communication, planning, software skills etc.

As ICT is used in almost 90% of jobs the skills you select to develop will help boost your ability and confidence in using digital technology and ICT in a work based environment.

Think about why employers need and value these ICT skills and what level of confidence you currently have.

Common ICT skills used by businesses include:

Email Communication;

Spreadsheet Use;

Presentation Software;

Formal Report Writing via Microsoft Word;

Graphical Software;

Specialist, business related software such as CAD etc.

Task 2 Personal Development Plans

You are tasked with completing a Personal Development Plan (PDP)

You need to identify two or more (but not more than three) strengths and weaknesses that you can demonstrate improvement on, within the timescale, which for this part of the work, the timescale is over three months (Sept, Oct and Nov 2016).

For each of the months in the lower table carry out the following action:

1. State your strength or weakness
2. Explain the area of development for that particular strength or weakness
3. Complete a written assessment/explanation of the progress you made toward your target for each of the three months.
4. These strengths and weaknesses should include majority ICT skills, but can also include more general skills such as independent working or planning skills.

Unit 1 Communication & Employability Skills for IT

Specific emphasis on you as a sixth former and what will be required of you in the sixth form from your parents/guardians, friends, peers and teachers and your completion of your subject's coursework and exams and development of your social life outside of school decide on three strengths and three weaknesses to build on and improve during completing Unit 1 Communications & Employability Skills for IT.

Personal Development Plan <i>(build on strengths and managing your weaknesses)</i>		
Identify Strengths & Weaknesses to include in my PDP		
Strengths		Improvement Target
1.		
2.		
3.		
Weaknesses		
1.		
2.		
3.		

Unit 1 Communication & Employability Skills for IT

Identify two or more, but not more than three strengths that you have that we can improve on. Also identify two or more, but not more than three weaknesses that you can improve or manage.

Once you have identified your strengths and weaknesses use the following table to keep track of any improvements to your weaknesses and strengths.

Personal Development Plan <i>(build on strengths and managing your weaknesses)</i>					
PDP Tracking. Strengths & Weaknesses					
		Progress Made, positives and negatives			
Strengths		Areas for Improvement	September	October	November
1.					
2.					
3.					

Unit 1 Communication & Employability Skills for IT

Weaknesses					
1.					
2.					
3.					

Unit 1 Communication & Employability Skills for IT

EXAMPLES

Areas of Development

Basic maths/mental arithmetic

Complete the online maths tests to a certain standard

Basic English Grammar

Complete the online grammar tests to a certain standard

Attending a course

Select another community course to do in addition to 6th form course (ie Sports Leaders or language)

Coaching & Mentoring

Volunteer to coach & mentor a Y9 during T&L/Enrichment

Struggles to concentrate

Loses focus

Smoking

Stop smoking, national stop smoking day

Drinking

Cut down or give up drinking alcohol

Overweight/Not fit for my age

Start a fitness/diet regime/visit after school gym club

Too much social

Limit my social times per week and reduce the amount of time on social activities

Not enough social

Join in more, join a group, take a course

Too much time on computer games

Work out a plan to reduce time spent on games

Not sure of what career to choose

Seek career advice, teachers, professionals, universities, career guidance

Not sure if I should go to university or not

Unit 1 Communication & Employability Skills for IT

Seek career advice, teachers, professionals, universities, career guidance

Don't have a CV/Don't have a current/up-to-date CV

Compile or update your CV

Leadership skills

Seek career advice, teachers, professionals, universities, career guidance

Time management/meeting deadlines/planning work

Use time management software and smartphones apps to manage time better

If possible give matrix to a friend, family member to get them to honestly comment on your strengths and weaknesses