**Level 0 Assignment Guide – E-Portfolio**

**Jan 2022.**

**Orientation for Success in Higher Education.**

**This assignment guide should be used in conjunction with the assignment brief. To succeed, you must address each part of the assignment task and satisfy all the learning outcomes.**

**General Notes:**

* The word count indicated below is a guide. Please ensure that you stay within the ***word count i.e. 1500 +/-10%.*** *This means that the allowable word count can be 10% less or 10% greater than the indicated word count*
* The information in blue is for guidance only and not a mandatory requirement

**Relevant learning outcomes:**

*[x]* ***LO 3*** *Demonstrate an understanding of the cultural and behavioural expectations of studying for a degree in accounting and finance;*

 *[x]* ***LO 4*** *Explain the importance of peer-to-peer support and team working to enhance the learning experience.*

**DESCRIPTION OF THE TASK – WHAT YOU ARE BEING ASKED TO DO**

*E-Portfolio - 1500 words +/- 10%*

You are required to produce an e-portfolio of five documents (word format) which will demonstrate your learning from the module in relation to:

1. The cultural and behavioural expectations of studying for a degree in accounting & finance.
2. The importance of peer-to-peer support and team working to enhance the learning experience
3. How this learning (in i and ii) will impact further studies and your future career
4. How you will practise and apply what you have learnt
5. A personal audit presented as a SWOT analysis

Each of the five documents should be 300 words (approx.)

**You must reference all information used in the report, using the Harvard Referencing Guide.**

**Notes:**

1. The task requirement is an **e-portfolio** of documents, not an essay, report or reflective journal. You may write therefore in the active voice and in the first person.
2. Where you have used any sources, please ensure that the correct Canterbury Harvard Referencing conventions\* are followed.
3. It is recommended that you use the appropriate e-portfolio template provided below.
4. Include your student ID number, module name, tutor name, academic year/group bubble in your cover page which should be the first page of your essay

 **\*Please refer to the Canterbury Harvard Referencing Guide.**

**Portfolio - 1500 words +/-10%.**

The guidance below sets out the requirements of the task and a suggested structure for the portfolio

**Front cover** – student ID number, module name, tutor name and academic year/group bubble.

The following five documents should be **300 words (approx.) each** and demonstrate your learning from the module in relation to the following areas:

1. The cultural and behavioural expectations of studying for a degree in accounting & finance.
2. The importance of peer-to-peer support and team working to enhance learning experience
3. How this learning (in 1 and 2 above) will impact further studies and your future career
4. How you will practise and apply what you have learnt
5. A personal audit presented as a SWOT analysis

Complete each segment of the portfolio table using full sentences – see examples below:

***Area of Learning***

1. The cultural and behavioural expectations of studying for a degree in business management

2. The importance of peer-to-peer support and team working to enhance learning experience

3. How this learning (in 1 and 2 above) will impact further studies and your future career

4. How you will practise and apply what you have learnt

5. A personal audit presented as a SWOT analysis

1. Cultural and behavioural expectations – in this section, describe in detail your personal learning of the cultural and behavioural expectations of studying for a degree in accounting & finance e.g. *‘prior to attending the module, I had some awareness of behavioural expectations, however, I have come to understand what culture is and how it influences students’ behaviour.’*
2. The importance of peer-to-peer support and team working – in this section, describe in detail your learning in relation to peer-to-peer support and team-working to enhance the learning experience e.g. *‘on this module, I learnt for the first time about peer-to-peer learning as I had previously thought that I would only learn from the tutors and not from fellow students.’*
3. How the learning will impact further studies and future career– in this section, describe how your learning of the cultural and behavioural expectations of studying for a degree in business management and the importance of peer-to-peer support and team working will impact your further studies and future career e.g. *‘from my learning of the cultural and behavioural expectations of studying for a degree in accounting and finance, I have developed professional conduct which guides my behaviour and interactions with fellow students, tutors and staff. As I plan to work as a professional in accounting and finance sector in future, I will be guided by the professional conducts required for the accounting and finance professionals.’*
4. How you will practise and apply what you have learnt – in this section, describe how you will practise what you have learnt in relation to the cultural and behavioural expectations of studying for a degree in business management and the importance of peer-to-peer support and team working e.g. *‘I will practise what I have learnt in relation to the cultural and behavioural expectations of studying for a degree in accounting and finance by ensuring timeliness and maintaining professional courtesy to my colleagues and staff at all times.’*
5. Personal audit presented as a SWOT Analysis –in this section:
* Identify your personal strengths, weaknesses in relation to your learning and student journey.
* Identify the opportunities that would be open to you on the gaining of skills and completion of your degree.
* Identify any threats envisaged in relation to your attainment of the opportunities identified.

**E-PORTFOLIO TEMPLATE**

Cover Page.

[Student ID number, module name, tutor name, academic year/group]

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| --- |
| **E-Portfolio-CPD PLAN/SWOT Analysis.** |
| **Area of Learning** | **Reflection of Learning** | **Future Implications** | **Implementation** |
| *(Identify and explain topics of learning from this module)* | *(Detail what you have learnt about the topic)*This refers to your own learning as an individual. It is different from what was taught so avoid presenting a write up as you would in an essay! | *(Identify how learning will assist in future studies and career)* | *(Identify how you will practise and apply what you have learnt)* |
| **Cultural and behavioural expectations of studying for a degree in business management** | 300 words  | 150 words  | 150 words |
| **The importance of peer-to-peer support and team working to enhance learning experience** | 300 words | 150 words | 150 words |
| **SWOT Analysis** |  |  |  |
| **S****Student’s personal strengths in relation to learning** | **W** **Student’s personal weaknesses in relation to learning.** | **O****Identified opportunities on gaining skills and degree**  | **T****Threats envisaged in relation to student’s attainment of opportunities**  |
| **Strength.** (75 words**)** | **Weaknesses.** (75 words) | **Opportunity (**75 words**)** | **Threats (75 words).** |
|  |  |  |  |

***Instruction to students:***

* Prior to final submission please *delete the red highlighted* *instructions* from the table.
* Use as many additional pages as needed.
* E-portfolio is worth 50% of overall mark.