



Assignment Brief



Qualification

Cambridge TEC in ICT (Level 2)

Unit number and title

Unit 02 – Working In The IT Industry

Start date

Deadline

Assessor name

KTP

Assignment title

Unit 02 Assignment Brief 2014 - Recruit

The purpose of this assignment is to ensure you can:

- Know the characteristics that are valued by employers in the IT industry
- Know the common job roles undertaken by people working in the IT industry

Scenario

“Recruit” is a Coventry based company who will supply IT and Computing staff to other companies in the West Midlands. They supply staff on a temporary basis to cover absence or busy periods, as well as filling permanent positions. Recruit are thinking of starting an apprenticeship scheme to help young people aged 16-25 get into the IT and computer sector. The managing director has asked you to carry out a number of tasks for them to help them set up their business.

Task 1

The manager of Recruit has asked you to produce a leaflet which describes the characteristics which would make a good employee within the IT and Computing sector. The leaflet will be handed to young people who are thinking of doing an apprenticeship to let them know the skills which a potential employer is looking for.

The advice leaflet should include a short introduction and the following characteristics.

- General characteristics
 - interpersonal skills
 - problem solving
 - time management
 - team working
 - creativity
- Functional Skills
 - communication
 - numeracy
- Industry specific characteristics
 - technical knowledge
 - working procedures and practices
 - health and safety knowledge
- Desired attitude
 - determined
 - flexible
 - independent
 - honest
 - dependable
 - leader
 - team player
 - confident
 - self-motivated

Within each heading The description for each needs to describe:

- An overview of the characteristic
- Why the characteristic is important to employees
- What could happen if you don't show the characteristic

You should describe all the characteristics listed and ensure that the leaflet it can be understood by 16-25 year olds who maybe can't read very well. **[P1]**

Task 2

RecruIT are holding an opening evening to show potential apprentices some of the different jobs they could apply for. IT jobs are split into a number of categories including:

- Communications and Networking
- Business Applications
- Operating Systems
- System Software
- Programming Languages
- Database and Business Intelligence
- Process and Methodologies
- Management Information Systems
- Digital Media
- Cloud Computing

- (a) Produce a presentation which describes common categories of IT industry jobs and roles within each category.

You need to describe each of the job categories listed above in turn fully describing the types of activity undertaken within each category.

You then need to find and present 1 specific job role within each category. Include a full job description for the role including responsibilities and salary.

Your descriptions need to be clearly researched and you must reference *all sources used* including websites, newspaper, books and journals. **[P2]**

- (b) For each of the job roles described within your presentation add a detailed personal specification which describes the characteristics required. Include both academic qualifications, experience and employability characteristics described within P1.

Your descriptions need to be clearly researched and you must reference *all sources used* including websites, newspaper, books and journals. **[P3]**

- (c) Include some slides within your presentation which explain the main job role categories and explore them in further depth.

You need to include evidence of statistics or graphs to track the number of jobs within each category being advertised and for each of the job roles identified in the Pass criteria; you should identify and compare the entry requirements for each of the roles. **[M1]**

Task 3

You have been asked by RecruIT to produce a case study which explains in detail the skills required for a specific job within the IT industry which you are particularly interested in as your future career.

You will need to explain the job role in detail and the skills and qualifications required.

You need to also include a career plan starting from your GCSEs showing the path through education which will need to be taken before you could be considered for the role. Extend the career plan so that it includes what further training and skills that would be required to progress into a senior position.

If the route of an apprenticeship is referred to, research and a good understanding of the apprenticeship framework should be evident.

Remember to include any sources of information which you have used. **[D1]**

This brief has been verified as being fit for purpose

Internal verifier CTJ

Signature C Johnston

Date 07-10-2014