

# Work Experience

W20008

## Self Assessment Assignment

*This is intended to be a brief assignment.*

*Some aspects of this assignment may be re-examined in more detail later in the year.*

### **Part 1 (Computer Knowledge):**

- Write a brief summary of your current computer skills after the first term.
- Write a brief summary of what computer skills you hope to achieve during the remainder of the year.

### **Part 2 (Target Employment):**

- What are your plans for future employment – what sort of job do you see yourself doing in the future?
- Why is this type of employment attractive to you?
- What skills, education and qualifications are necessary for this type of job?
- What steps will you follow to achieve this target?

### **Part 3 (Self Assessment):**

- What do you consider are your strong points? List 5, explaining your choices.
- What are your weaknesses – what things about yourself would you change if you could? List 3, explaining your choices.
- What aspects of your abilities or your personality do you think make you suitable for the type of job you listed above?

### **Guidelines**

- The completed assignment should not exceed 2 A4 pages. Each section should be clearly delineated from each other section.
- The assignment should be standard formatted (see sheet on standard formatting) and have the standard cover sheet.
- The assignment should be submitted using the submission box in Room 15
- The deadline for this assignment is: **15:15, Tuesday, 15-01-2008**, unless otherwise notified before that time.