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| Career Development | |
| Date of Issue: | 17th May 2016 |
| Submission Deadline: | 9th June 2016 |
| Assignment Duration (approximately) | 8 Hours |

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| Qualification | Level 3 90-Credit Diploma in Creative Media Production (Games Development) |
| Unit | Unit 13 Understanding the Computer Games Industry |
| Assessor’s Name: | Matthew O’Neill |
| Student Name: |  |

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| Project Overview / Scenario |
| You have been asked to create a guide on how to seek employment and what kind of information you would need to provide in order to gain a career within the Games Industry. |

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| Task : | |
| You will need to firstly explain the variety of methods available to find a job within the games industry point out some of the key locations and individual could go to help find employment. You should also point out what kind of skills would be required for the differing sections of the games industry and what universal skills would be required for any given department in the industry. Finally you will need to provide an example of a covering letter for an actual job listing and an example of how best to set out a CV to submit for that job.  This is not a group assignment and as such the students are to produce their articles individually. | |
| Covers Learning Outcome: | 5. Be able to prepare personal career development material |
| Submission Deadline: |  |

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| Evidence to be submitted: |
| A word document or similar format containing the document, CV and cover letter.  Please ensure it is the actual document and not a link that you provide.  Please remember that I do not wish the work to be physical and therefore should be in a digital format. |

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| Sources of Information |
| Boodle and Shared drive  Textbooks  Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Student Book  (Pearson, 2010) ISBN 978-1846906725  Baylis P, Freedman A, Procter N et al – BTEC Level 3 National Creative Media Production, Teaching Resource  Pack (Pearson, 2010) ISBN 978-1846907371  Boyd GG and Green B – Business and Legal Primer for Game Development (Charles River Media, 2006)  ISBN 978-1584504924  Irish D – The Game Producer’s Handbook (Thompson Course Technology Premier Press, 2005)  ISBN 978-1592006175  Laramee F D (editor) – Secrets of the Game Business (Charles River Media, 2005) ISBN 978-1584503996  Paavilainen J – Mobile Business, Creating Business with NGage Nokia (New Riders Publishing, 2003)  ISBN 978-0735713758  Portny SE – Project Management for Dummies, 2nd Edition (John Wiley & Sons, 2006) ISBN 978-0470049235  Websites  www.allpm.com/ – a project management site with useful resources  www.berr.gov.uk/ – the Department for Business Enterprise and Regulatory Reform (UK Governments) has  articles on the game development industry  www.comp.glam.ac.uk/pages/staff/dwfarthi/projman.htm – the University of Glamorgan – useful project  management links  www.gamasutra.com – a comprehensive website on the games development industry run by Game  Developer Magazine and Gamasutra, covering industry news, jobs, and education  www.hmrc.gov.uk/index.htm – the Inland Revenue, for information about tax matters relating to both  individuals and companies  www.hsegov.uk – the Health and Safety Executive  www.skillset.org/games/careers/article\_2768\_1.asp – the Skillset website has job profiles information about  the computer games industry |

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| To successfully achieve the project you must: |
| The assignment must be submitted by 23.59 p.m. on the date specified or on the agreed upon extension deadline. Extensions will only be permitted if you have a legitimate reason and have spoken to both your tutor and the Lead Internal Verifier who have both agreed to the extension. |
| Being ill will not be considered a legitimate excuse for not submitting the work on the due date, unless previously discussed with the unit lecturer and/or your tutor well before the due date. |
| Work presented in an assessment must be the student’s own. Plagiarism is where a student copies work from another source, published or unpublished (including the work of a fellow student or of a tutor) and fails to acknowledge the influence of another’s work or to attribute quotes to the author. Plagiarism is an academic offence. |
| Complete and sign the declaration form at the back of this assignment brief – your work will not be marked if you do not do this**.** The signature can be done digitally; this will be taken as you officially signing the declarations. Although we will need your handwritten signature if your work is Internally Verified or Externally Verified. |

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| Date of Submission: |  |
| Extension submission date: |  |
| Reason for extension: |  |
| Lead Internal Verifier  Resubmission authorisation: |  |
| Resubmission date: |  |

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| General Feedback Comments | |
| If you have any questions in regard to the feedback/grade provided here see me or email me and I will clarify any issues. | |
| Grade Achieved: |  |
| Resubmission Grade Achieved: |  |

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| Criteria | | Criteria Feedback |
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| P5 | Prepare personal career development material using basic formal language. |  |
| M5 | Prepare carefully produced personal career development material using generally correct formal language. |  |
| D5 | Prepare personal career development material to a quality that reflects near professional standards consistently using correct formal language. |  |

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| Assessor Signature: |  | Date: |  |
| Learner signature: |  | Date: |  |

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| Learner Assessment Submission and Declaration | | | | | | | |
| Learner name: |  | | Assessor name: | |  | | |
| Issue date: |  | Submission date: | |  | | Submitted on: |  |
| Programme: |  | | | | | | |
| Unit: |  | | | | | | |

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| Individual work identification for group assignments | | | |
| Student Name | Learning Outcome | Evidence submitted | Page numbers or  description |
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| Additional comments to the Assessor: | | | |
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| Learner declaration | | | |
| I certify that the evidence submitted for this assignment is my own. I have clearly referenced any sources used in the work. I understand that false declaration is a form of malpractice. | | | |
| Learner signature: |  | Date: |  |

Paste your work here