Rosa Rawlings
BTEC Level 2 Extended Certificate in Information and Creative Technology
Unit 3: A Digital Portfolio
Assignment 3: Review Your Portfolio

How The Final Portfolio Is Suitable For The Intended Audience:

My portfolio of PDF files of my work which showcases my work to the company. I have created a range of written documents, images and videos for my portfolio for potential employers to show how well-suited I am to an IT job. The pictures are appropriate for the intended audience.

On the ‘About Me’ page I have included my English and maths qualifications and details about myself but not about my achievements and community work.

Creating the portfolio as eye-catching as possible, providing different colours in the theme, the menu tab and in the pictures to impress the people at Konnekted, and perhaps at other employers. Making my portfolio as eye-catching as possible, providing different colours in the theme, the menu tab and in the pictures to impress the people at Konnekted, and perhaps at other employers.

My portfolio is available to be viewed in Firefox and Internet Explorer browsers after I tested the accessibility. The files, the videos and the pages are functional to use in the two browsers. So this meets the audience who want to access my portfolio through a web browser.

How The Final Portfolio Is Suitable For The Intended Purpose:

I have produced files on my portfolio to show off my work to the company I applied for, as they want to see a range of my work, as well my qualifications and details about myself to show a typical employer that they are looking for. I added graphics, including the choice of theme, colours and how I organised my sections to show to the company that I have the required skills. I have made up a number of linked web pages attached to the main page in a suitable format for displaying my portfolio, showcasing work from the majority of my completed units to show that I am very much capable for the job I have applied for.

The Extent to Which the Final Portfolio Meets the Needs of the Audience:

The extent to which the final portfolio meets the needs of the audience is that I have PDF assignment files to show off my work to the company.
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On my webpages I have produced written documents of the majority of completed units I did in the course, and images that I have created during my course as well as on ‘About Me’. I included my qualifications and details about myself to meet the company’s needs to see how ‘Well Me’ I am to the job I applied for.

We had to gather as much information as we could. A cover page online services, documents and images covered the internet, worldwide web, etc. And whereas learning aims covers the course, which doesn’t always cover everything that we learn to fit in the 1 hour exam.

In the second assignment covers the purpose and user require program, design for a program including a problem definition solution. A list of any pre-defined functions/libraries and a design for a program including alternative solutions, a detailed using a range of design tools and test data, the design decision purpose and user requirements and any design constraints, as below:

In my third and last assignment covers the development of a user understanding of the Visual Basic programmer understanding what the variables are, how variables are used software program, programming principles and practices in the software program, usage of different algorithms in order to complete the design methods that can be used to project the code, ensure software is maintained, the quality of the finished software program making sure that it is fit for purpose, different factors that can develop and how they might be overcome.

Only four out of the six topic pages contains a picture and written documents. The two other pages don’t have written documents as the two units are just based off examinations rather than coursework. But the two pages both include a picture.

The Online World and Technology Systems topic pages that don’t have written documents.
I have created a theme, colours, layout and the way I organised my portfolio to impress the people at Konnekted, and perhaps other employers, to make my portfolio different from all of the apprentice positions and to show that I have the required skills for the job.
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My portfolio made up of content in a suitable format of number of linked web pages to the main page. My portfolio created into different sections based on the different content I have created. This is available on a server through two different browsers. This meets the needs of employers to be able to view my portfolio and to meet their needed requirements, what is expected from the company.

I added videos related to some of the topic webpages, and added a related picture on each of the topic webpages to match the content to each of the topics, to give more understanding for the intended audience to meet their needs of understanding the topics.

UNIT 1: THE ONLINE WORLD
Introduction: On this unit, pass, merit and distinction is determined from taking a test exam, unlike the other units where it is determined by coursework. This unit is gaining knowledge about the modern online world, online services, the range of the online services including email, online data storage, collaborative software, search engines and blogging. Also in this unit we have to investigate the technology and software that support the online services.

UNIT 2: TECHNOLOGY SYSTEMS
Introduction: This unit is also determined grade by exam along with The Online World. This unit is gaining knowledge of the computer, many technology systems, applications, issues of technology systems, why future development is important, the sectors, computer hardware devices, computer networking, data transfer, interior components of a computer, analogue data, digital data, different types of computer software, programming concepts, characteristics of high-level programming, characteristics of low-level programming, designing a computer program and writing computer programs.
UNIT 11: COMPUTER NETWORKS

NAVIGATION: HTTPS://ROSAR1721.WORDPRESS.COM/

For this unit we will be covering the features and uses of computer networks, what is a computer network, what are the strengths and weaknesses of computer networks, purpose and requirement of computer and design a network. We are currently taking sessions in preparation of the first assignment out of three assignments.

UNIT 12: SOFTWARE DEVELOPMENT

NAVIGATION: HTTPS://ROSAR1721.WORDPRESS.COM/

In this unit we covered characteristics, uses of software programs, designing, developing software, developing more software and testing software.

UNIT 14: INSTALLING & MAINTAINING HARDWARE

NAVIGATION: HTTPS://ROSAR1721.WORDPRESS.COM/

This unit determined by coursework of three assignments, grading at pass, merit or distinction.

Evaluation on this unit after I sat the exam, there was only one question that our lecturer didn’t cover with us, which I managed to answer all of the questions apart from that one question.

Evaluation on this unit after I sat the exam, I managed to answer all of the questions to the best of my ability. I yet haven’t had my results back yet.

Open and view Assignment 3 in new tab.

Unit Overall Grade:
The unit overall grade is yet still unconfirmed.
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The extent to which the final portfolio meets the purpose, which is to inform by saying what my portfolio is about on the home page and persuade the Konnekted computer company that I am qualified for an IT job that I applied for by producing my work, about each of the units and through my portfolio that I have created.

The purpose of my portfolio, what my portfolio is all about on my home page

Producing my work to persuade the Konnekted company. Assignments laid out in this layout on every assignment page.

About each of the units. This is the same as the layout for other units.

In my third and last assignment covers the development of a software program, the understanding of the features of the Visual Basic programming environment, understanding what the variables are, how variables are used in the development of a software program, programming principles and practices in the development of a software program, usage of different algorithms in order to process and manipulate data, methods that can be used to debug program code, ensuring that the quality of software is maintained, the quality of a finished software program can be checked, making sure that it is fit for purpose, different factors that can constrain software development and how they might be overcome.
Consideration Of The Feedback And Whether The Improvements That I Have Made Meet The Needs Of The Audience And Purpose:

The feedback from two users I have received were positive comments and suggested improvements. Users’ feedback has said that the portfolio is suitable for the company, loads at a reasonable rate, is simple to navigate, clear, concise, neat, hyperlinks workable, videos are simple to follow and that one user said it looked professional.

The suggested improvements were the spelling and grammar to be improved, remove the assignments grades and just have the overall grades and replace the video that didn’t load with something else.

The needs of the audience are to be able to understand what they are reading after I made the spelling and grammar improvement. The video that didn’t load on one of the topic pages caused the user to delete the video. The video is not available in some countries, or that website removed the video. After I replaced the video with something else it now meets the need of the audience to have more understanding of the content of the topic page, and to keep engaged with the topic page. I would still need to have a regular test basis that any of the videos haven’t been removed or are not available in some countries.

The purpose to persuade the company that I am qualified for the job I applied for and to inform the audience what the portfolio is used for on the home page. Changing the spelling and the grammar and the replacement video to make the website professional looking for the employees of the company. Spelling and grammar also improve to make it clearer to understand for the informative of the use of the portfolio.
These improvements which I made earlier meet the needs of the audience and the purpose, as the users gave all of the listed negative points about the portfolio to be improved. So with the improvements made makes up to the needs of the audience and purpose.

**Evaluation against My Initial Designs:**
The home page initial design against the home page final digital portfolio is that I added everything except the navigation chart for later after I created the home page and the topic pages. Later on, I didn’t expect to put a purpose introduction on the home page to my portfolio and I didn’t know that the justification is required to be added as well. I did have to change the ‘home’ into ‘menu’ and the setup of the menu tab, setting the topic pages in the order I wanted and planned from my initial design.

I followed to the initial design, but what I didn’t include in my initial design from the final portfolio is the navigation and its hyperlink which would take you to the home page in a new tab where the navigation chart is there. So people can follow the chart while on the page they are on. I didn’t include in my design as I didn’t expect to add a navigation link so that people can view the chart.
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I followed unit 6, 11, 12 and 14 designs but not the units 1 and 2 because I put PDF files to provide work on the designs but the units are non-coursework units compared to the other units. Afterwards, in the making of my portfolio I added a video to each of the topic pages, except the creating digital graphics one. I didn’t include videos in my designs, but apart from this and the units 1 and 2 without any PDF files I followed everything else from the designs.
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**Topic Pages Initial Designs**

**Final Digital Portfolio**  
No videos included in my designs

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**Justification of Any Changes That I Have Made:**

Any changes I made after I created my portfolio following my initial designs and the extras that I have said above, is not only I inputted the navigation and it's hyperlink on the home but also on all...
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UNIT 1: THE ONLINE WORLD
UNIT 2: TECHNOLOGY SYSTEMS
UNIT 3: COMPUTER NETWORKS
UNIT 4: SOFTWARE DEVELOPMENT
UNIT 6: CREATING DIGITAL GRAPhICS
UNIT 11: COMPUTER NETWORKS
UNIT 12: SOFTWARE DEVELOPMENT
UNIT 14: INSTALLING & MAINTAINING HARDWARE

This unit determined by coursework of three assignments, grading at pass, merit or distinction.

After a regular check on my portfolio, to see anything changed especially the videos of the portfolio. One video didn’t load on the technology systems page. The video didn’t load because it’s either been deleted or not available in some countries. So I replaced the video with something else related to the topic page.

I inserted what grade I got in unit 1: The Online World, but on other pages I have not included the grades, as they are not yet confirmed, as I don’t know the overall grades on the units I’ve done. Something I included after I created my portfolio following to my initial designs.
Recommendations On How I Could Improve My Portfolio For The Future So That It Meets The Purpose And The Needs Of the Recruiters At Konnekted:

What I would recommend to improve my portfolio so that it meets the purpose and the needs of the recruiters at Konnekted is a change to the navigation chart. The chart has an unwanted little line.

The unwanted line doesn’t make the chart professional, with the line removed; it will then meet one of the purposes to persuade the company that it looks professional.

Changing the background colours of my portfolio, having different background colours for each of the pages, but in light colours. I could have different theme of colours, each suited to each of the sections. Rather than just have all of the background colours in white. This would fulfil the persuasive purpose as it would appear to be more colourful to show more of my creative skills.

I would reposition the pictures on units 6, 12 and 14 so that it appears in the middle of the page rather than the bottom so that the layout would look more organised, users wouldn’t want to read paragraph after paragraph without a graphic to keep them motivated. Also adding a video into the unit 6 page as it’s the only topic page that doesn’t have a video. This would meet the needs of the audience to keep them motivated.

Adding more complex graphics to the portfolio than just pictures and videos, I would include a GIF on the about me page that would relate to something I want to do in the details about me section of the page. Also cutting a short section of an animated video and turning it into an animated GIF, this would also meet the persuasive purpose to showcase more of my creative skills and computing skills to persuade the company that I am equipped for the job I applied for at their company.

Including my achievements besides my maths and English qualifications to include more of my suitably to what the type of qualifications the IT company is looking for, and include community work I have done and it’s details to prove I can communicate well with others, as it’s one of the skills the company is looking for. Fitting the purpose to persuade the company out of the remaining applicants.