



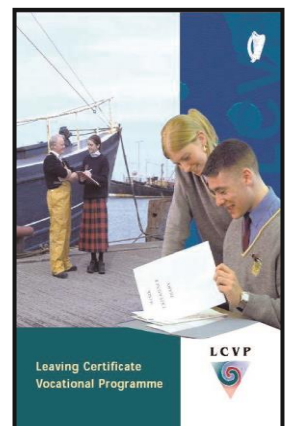
## Syllabus/NCCA Guidelines/Marking Schemes

Remember the Recorded Interview/Presentation is an optional item in the LCVP Portfolio where you can submit a video recording of you being interviewed or making a presentation. The Recorded Interview/Presentation must be related to one or more of the Specific Learning Outcomes of the link modules.

### Assessment Criteria - Syllabus

The recorded interview/presentation will assess the students' ability to:

- Communicate effectively in appropriate depth and detail
- Express informed opinion
- Support answers to questions with relevant examples
- Engage positively with the interviewer/audience
- Use appropriate body language



## Sample Interview – NCCA Guidelines

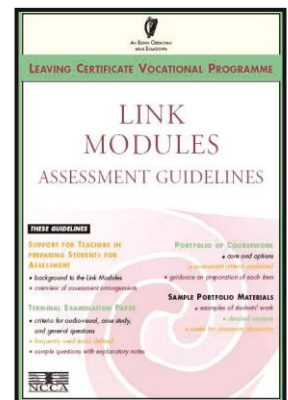
### Introduction

*'Good afternoon. In the next few minutes I'm going to ask you some questions about yourself, about what you are studying at school and what you plan to do in the future. I'm also going to ask you to tell me about the LCVP, the activities you and your class organised as part of the programme and what you feel you learned from them.'*

### Questions

1. Tell me a little about yourself.
2. What subjects are you taking for your Leaving Certificate?
3. What do you hope to do when you leave school?
4. That's an interesting career, why did you choose it?
5. You mentioned that you were following the LCVP. Why did you decide to take this programme?
6. You and your class organised a number of activities as part of the Link Modules.  
Tell me about one of them.
7. What part of this activity challenged you most?
8. What advice would you give to someone in your school thinking of taking LCVP?

**Conclusion** *'Thank you for.....'*



## Sample answers

### Preparing answers

Ensure a logical sequence, whilst expressing informed opinions and skills acquired as part of LCVP.

*The following are some **suggestions** from teachers that may help in preparing students to answer interview question. (These suggestions are not exhaustive and maybe useful prompts.)*

- 1) Tell me a bit about yourself...  
*Name, age, family, school, Leaving Certificate including Link Modules*
- 2) What are you hoping to do after you finish your Leaving Certificate?  
*College course, points required, subjects required, alternative pathway, career investigation, interview person/ job shadow in that career.*
- 3) You are doing the Leaving Certificate Vocational Programme, as part of the programme you did some work experience, can you tell me about that.  
*Where you did it? What duties you carried out? How you planned for it? Whether you will follow a career in that area, and if so what the work experience taught you about the job, If not why? Has the work experience taught you something that puts you off that career path?*
- 4) You were involved in an enterprise or action project can you tell me about that:  
*Planning the team, the product, the research, the challenges, the final outcome, skills learnt, finance, qualities acquired.*
- 5) You visited an enterprise, can you tell me about the visit  
*Company, products, entrepreneur, management set up, the production processes if it's a manufacturing, research and development, marketing, markets, in particular the EU, possible jobs/careers/referees/future contacts Can you see yourself working in this organisation?*
- 6) Can you tell me what you gained from the Leaving Certificate Vocational Programme?  
*Activities: interviews, visits etc*  
*Skills: teamwork skills, communication skills, research skills, interpersonal skills, organisational skills, technology skills,*  
*Assessment: points for Leaving Certificate and Portfolio 60%, timing of written paper etc*
- 7) Finally what advise would you give to a student participating in the LCVP?  
*Personal experience.....*





## The NCCA guidelines

The following is recommended when preparing for a Recorded Interview/Presentation

| <b>presenter should</b>  | <b>The interviewer/s should</b>   |
|--|---|
| <ul style="list-style-type: none"><li>• Dress <b>neatly</b> and appropriately</li><li>• Adopt an open, relaxed posture</li><li>• Make <b>eye contact</b> with interviewer/audience</li><li>• <b>Listen carefully</b> and affirm questions with appropriate body language</li><li>• <b>Speak clearly</b> and confidently using normal conversational voice</li><li>• Express <b>ideas/opinions</b>/points in a logical sequence</li><li>• Take care not to drop voice at the end of sentences</li><li>• Avoid reading from notes for from visual aids</li><li>• Avoid distracting mannerisms, jargon, slang</li><li>• Explain <b>technical terms</b> which may be unfamiliar to interviewer/audience</li><li>• Use <b>hand gestures</b> where appropriate</li><li>• Use action words and phrases when describing events (e.g. I planned... we evaluated...)</li></ul> | <ul style="list-style-type: none"><li>• Be familiar with the aims and expected outcomes of the Link Modules</li><li>• Plan key questions to provide structure and direction to the interview</li><li>• Avoid complex or ambiguous questions (e.g. 'what subjects are you studying at school, why did you choose them and which is your favourite')</li><li>• Articulate questions clearly</li><li>• Adapt questions to the level of student's abilities</li><li>• Use open questions (e.g. 'Tell me about...', 'Why do you think...?')</li><li>• Encourage students to give <b>examples</b> and <b>express their opinions</b></li><li>• Give students time to think after they are questioned</li><li>• Follow up on students' responses</li><li>• Avoid dominating the interview</li></ul> |

NOTE: A documentary style video recording in which you act as a narrator is not recommended, as it is unlikely to satisfy the assessment.

Remember this is an LCVP Recorded Interview/Presentation must relate to Link Modules activities and demonstrate what the student has learned.

## Marking Scheme

NOTE: Marking schemes may change.

| <b>Recorded Interview/Presentation</b>   | Maximum Mark |
|--|--------------|
| Presentation (neat in the context of the interview/presentation).....  | 0-4          |
| Variety of tone, gesture, diction, eye contact..... Ability to communicate message clearly, engage audience, elaborate on points/questions, logical sequence of thought..... | 0-4          |
| Pass (18-23) – basis communication skills  | 0-36         |
| Merit (24-27) – ability to express ideas and opinions clearly and knowledge of topic   |              |
| Distinction (28-36) – knowledge and ability to communicate ideas and own opinions clearly and in logical sequence.   |              |
| Information (content).....   | 0-6          |
| <b>Sub-total</b> .....   | <b>50</b>    |

NOTE: Ensure to read and follow guidelines from the State Exams Commissions each year.

### Additional Suggestions based on the Marking Scheme

**Presentation** (neat in the context of the interview/presentation) **0 – 4 marks** Students should get 4 out of 4 marks here but they do not – why?

- ③ Untidy, poorly groomed, no attention to Tie and Uniform, sleeves rolled up, runners etc
- ③ Lost marks for woolly scarf around neck; dangly earrings; scruffy hair; tie hanging
- ③ General presentation of interview area

**Variety of tone, gesture, diction, eye contact** **0 – 4 marks**

- ③ Eye contact is very important
- ③ Clarity of diction and variety of tone – candidate must be heard and understood ③ Can use hand gestures

**Ability to communicate message clearly** **0 - 36 marks**

Pass – 18-23 marks

Basic communication skills

Merit – 24-27 marks

Ability to express ideas and opinions clearly and to show knowledge of topic

Distinction – 28-36 marks

Knowledge and ability to communicate ideas and own opinions clearly and in logical sequence

**Information (Content)** **0 - 6 marks**

Ensure content is related to LCVP Syllabus and activities.

**Restrictions** – the content of a Career Investigation, Summary Report or any other optional item submitted as part of your Portfolio may not be the principal topic of your recorded interview or presentation. A general rule – an activity already submitted in your Portfolio should not be more than **25%** of the recorded interview.

