

R KELLY LCVP 2016

LCVP PORTFOLIO MARKING SCHEME

1. CURRICULUM VITAE

Marking Scheme	Maximum Mark
Word Processing Consistent Font/tabs/use of bold/italics/indent etc. -1 for each error	0-2
Presentation/Layout Spelling, grammar, punctuation, spacing's, overall impression, sections missing, too long, inconsistent heading styles, titles of reference missing	0-3
Personal Details (any 4 items) 4@1 Name/Address/DOB/Phone/Signature at end	0-4
Skill and qualities 2@1 One skill/ one quality required. Can be bulleted but must be more than one word, must read well.	0-2
Education and Qualifications Both JC & LC, Years, Levels, Link Modules Must be included. Make sure years are correct	0-3
Work Experience Dates, location, duties/type of work done.	0-3
Achievements/ Interests & Hobbies At least one achievement & one interest /hobby required	0-5
Referees Two needed. Names, Position, address, phone number.	0-3
	25

2. Action Plan

Marking Scheme Research methods can be in past or future tense Analysis of Research MUST be in Past tense Remainder of plan MUST be in future	Maximum Mark
Presentation/Layout Spelling, grammar, punctuation, font, overall impression, spacing's, indent, inconsistent heading styles, tabs etc. -1 for each error	0-3
Title & Purpose 1m each	0-2
Objectives (at least 2) Each clearly stated. Must be in FUTURE tense. Personal objective needed.	0-4
Research Methods At least 2 (2@1). Can be past or future tense. Different research methods must be given.	0-2
Analysis of research Must be linked to research methods, clear outcomes from the research. MUST be past tense. 2@3	0-6
Action Steps and Schedule of time (can be separate or together) Action Steps: Must be clear and follow in order, 1 must involve the day of activity. Schedule of time:	0-6 0-3
Costs Details required. Income 1m, Expenditure 1m, Profit or Loss 1m	0-3
Evaluation Methods MUST be linked to objectives. At least 2 needed. MUST include a method of evaluation e.g. ask the teacher, survey participants of fundraiser.	0-6
	35

3. Career Investigation

Marking Scheme	Maximum Mark
INVESTIGATING A CAREER NOT A COURSE	
<p>Title (1m)/Word Processing (3m)/User of headings (1m) Spelling, grammar, punctuation, font, overall impression, spacing's, indent, inconsistent heading styles, tabs etc. -1 for each error Title is Career name NOT course name</p>	0-5
<p>Description of duties involved in the career (NOT COURSE) 3 statements @ 1m each</p>	0-3
<p>Identification of skills and qualities needed List or paragraph OK. At least 2 of each</p>	0-5
<p>Identification of qualification and training needed Must give a brief description of the course content including subjects studied on the course (3m), end qualifications (can be title of course), Length of course (1m)</p>	0-5
<p>Description of 2 different pathways to the career Entry requirements/points 1m Course title and college name 1m If only 1 pathway use alternative career 2@2</p>	0-4
<p>What was learned about the research/activity about career and oneself Must show INTERACTION with an adult other than LCVP teacher (can say interview with career guidance teacher. (3m) Relate career to your aptitude (2m) Link career to your LC Subjects (3m)</p>	0-8
<p>Evaluation of the career Must include a clear statement on why or why you do not want to do this career. Give a detailed evaluation of career including salaries and opportunities to work abroad</p>	0-5
<p>Evaluation of undertaking a career investigation Describe skills developed or new skills learned. What did you achieve by doing this career investigation Elaborate on points research e.g. discovering 2 pathways, communication, IT. Have at least 2 skills</p>	0-5
	40

4. Summary Report

Marking Scheme	Maximum Mark
<p>Presentation/Layout Spelling, grammar, punctuation, font, overall impression, spacing's, indent, inconsistent heading styles, tabs etc. -1 for each error</p>	0-5
<p>Title/name of activity No title = 0, Summary Report = 2m, Full Title = 5m</p>	0-5
<p>Authors Name</p>	0/5
<p>Terms of reference of report/Aims of activity Group activities at least 1 group and 1 personal aim. Aims/objectives must be clearly stated and well explained for 5m</p>	0/3/5
<p>Body of Report : Content Short sentences Summaries Appropriate language Pass 5m Merit 6/7m Distinction 8/9/10m</p>	0-10
<p>Body of Report : Clarity Headings Logical flow Originality of thought Pass 2.5m Merit 3m Distinction 4/5m</p>	0-5
<p>Conclusions/Recommendations MUST have both Conclusions (3m) must relate directly back to aims Recommendations (2m) to follow conclusions Recommendations to include what should be done better e.g. next year's Link Modules class</p>	0-5
	40

5. Work Experience

Marking Scheme Dates must be February 2015 Year must be written somewhere ENSURE DATES ON EVERY PAGE ARE CORRECT	Maximum Mark
Presentation/Layout Spelling, grammar, punctuation, font, overall impression, spacing's, indent, inconsistent heading styles, tabs etc. -1 for each error	0-5
Name and description of work placement Name of placement 1m Description of place and duties 4m, must have 4 sentences here	0-5
Reason for choosing work placement Link to LC Subjects 2m Link to career plan 2m Link to interests and aptitudes 1m	0-5
Content Factual day to day account of 3 days placement DETAILED personal account on work done, what you learned, what you done, what other staff done etc. Day 1 4m, Day 2 3m, Day 3 3m	0-10
Candidate analysis of own performance in different situations Include interactions with adults and other staff in different situations Analysis must be different everyday Analyse your own performance and learning Analyse your progress in different situations	0-10
Expression and evaluation Evaluate the experience in light of future study (name course you will be studying or how you hope to get into your chosen career) 3m Evaluate in light of career aspirations 2m YOU MUST MENTION FUTURE COLLEGE COURSES HERE AS PART OF FUTURE STUDY	0-5
Evaluation of how what has been learnt can be applied to work in the home, school and community All three areas must be mentioned Home, school and community 4+3+3 The work experience must be evaluated and recommendations can be included here	0-10
	50