

Student No:

Portfolio Total: (Maximum 240 marks)

	MARKING SCHEME CORE	MAXIMUM MARK	ACTUAL MARK
1.	Curriculum Vitae		
	Word processing	0 -- 2	
	Presentation/layout (conventional order)	0 -- 3	
	Personal details (any 4 items including signature)	0 -- 4	
	Skills and qualities	0 -- 2	
	Educational qualifications	0 - 3	
	Work experience	0 - 3	
	Achievements/interests/hobbies	0 - 5	
	Referees	0 - 3	
	Sub-total	25	

2.	Enterprise/Action Plan		
	Presentation and layout	0 -- 3	
	Title/purpose	0 - 2	
	Objectives (at least two needed)	0 - 4	
	Research methods	0 - 2	
	Analysis of research	0 - 6	
	Action steps	0 - 6	
	Schedule of time/costs	0 - 6	
	Evaluation methods	0 - 6	
	Sub-total	35	

3.	Career Investigation		
	Title/word Processing/use of headings (<i>or Audio Tape</i> communication in clear and confident manner)	0 - 5	
	Description of duties involved in the career/area	0 - 3	
	Identification of skills and qualities needed	0 - 5	
	Identification of qualifications & training needed	0 - 5	
	Description of two different pathways to the career	0 - 4	
	What was learned by the research/activity about career and oneself	0 - 8	
	Evaluation: of the career	0 - 5	
	Evaluation: of undertaking the career investigation	0 - 5	
	Sub-total	40	

4.	Summary Report		
	Presentation layout	0 - 5	
	Title/name of activity	0 - 5	
	Author's name	0 / 5	
	Terms of reference of report/aims of the activity	0 / 3 / 5	
	Body of report – content (short sentences, summaries, appropriate language)	0 - 10	
	Body of report – clarity (headings, logical structure, flow, originality of thought)	0 - 5	
	Conclusions/recommendations	0 - 5	
	Sub-total	40	

Core: (Maximum 140 marks)

	MARKING SCHEME OPTIONS	MAXIMUM MARK	ACTUAL MARK
5.	Record / Log / Diary		
	Presentation/layout	0 – 5	
	Name and description of work experience placement	0 – 5	
	Reasons for choosing work experience placement	0 – 5	
	Content		
	Factual day to day account of at least 3 days/entries as follows:		
	Detailed personalised account	0 – 10	
	Candidate analysis of own performance in different situations	0 – 10	
	Expression and evaluation		
	Evaluation of experience in the light of study & career aspirations	0 – 5	
	Evaluation of how what has been learnt can be applied to work in the home, school and the local community	0 – 10	
	Sub-total	50	

6.	Report		
	Presentation layout	0 – 4	
	Title/table of contents	0 – 2	
	Author's name or signature	0 – 2	
	Terms of reference of report/aims of activity	0 – 4	
	Summary of main points	0 – 4	
	Body of report		
	Account of activity	0 – 10	
	Use of appropriate depth, detail, organisation of information	0 – 8	
	Use of charts, tables, diagrams	0 – 4	
	Conclusions/recommendations	0 – 6	
	Evaluation	0 – 6	
	Sub-total	50	

7.	My Own Place		
	Presentation/layout	0 – 4	
	Title/table of contents	0 – 2	
	Description of local area/what is under investigation	0 – 5	
	Aims/objectives	0 – 5	
	Research methods	0 – 5	
	Body of Report – description & analysis of key aspects	0 – 6	
	– use of logical sequence/headings/illustrations	0 – 5	
	– analysis of issue/suggestions for improvements	0 – 6	
	Conclusions/recommendations	0 – 6	
	Evaluation	0 – 6	
	Sub-total	50	

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

Any Two Options: (Maximum 100 marks)

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