



**Coimisiún na Scrúduithe Stáit
State Examinations Commission**

**LEAVING CERTIFICATE VOCATIONAL
PROGRAMME -2004**

LINKS MODULES

MARKING SCHEME

WRITTEN EXAMINATION & PORTFOLIO

And

**Notes for use with the written examination marking
scheme**

LCVP 2004

Link Modules Examination

Solution & Marking Scheme

Written Examination

Examination Total marks 160

Distinction 128 marks

Merit 104 marks

Pass 80 marks

Section A	Audio Visual	30 marks
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Part 1

Q1	What does this business do?	2 marks
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Software design for the health care market/ x-ray machines

Q2	Explain how Keogh recruit employees?	2 marks
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1. *Direct from the universities*
2. *Through the web-site.*

2 @1m

Q3	What qualities are looked for in employees?	2 marks
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Intelligence/intellectual
Employees must love what they do.
Technical competency.
Disease to do with needing to work with computers.
Interested in mathematically related subjects.

2@1m

Part 2

Q4	What does Raman's job involve?	4 marks
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1. *Project management role, working with doctors and nurses explaining how the system works.*
2. *Knowledge of the technical make-up of products , how long to change something if it can be changed.*
3. *Travelling to meet people/ relating to people/explain concepts to them.*

2 @2m (1m + 1m)

Q5	Where does he see himself in 5 years time and why?	4 marks
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- Still working in Keogh Software,* 1m
1. *He has job satisfaction.*
 2. *His job is a learning experience.*
 3. *He likes the people both qualities and competencies* 3@1m

Q6 Ronan distinguishes between a job and career? How does he illustrate this? **4 marks**

He says that in order to have a career you need job satisfaction.

- 1. Knowing your system is administering x-rays for 50 hospitals and thousands of patients.*
- 2. A project that began as a blank sheet of paper is now doing it's job.*

2m

2 @ 1m

Part 3

Q7 Explain how a company that is not unionized can be employee friendly? **6 marks**

- 1. Employees can earn different salaries, so that this can not be a cause of disputes.*
- 2. Work practices accommodating- working from offices set up near one's home to save commuting/working from home. - they re-employ those who had left.*
- 3. Employees are trusted thus become more honourable and diligent.*

3 @ 2m each (1m+1m)

Q8 Describe Eaman's role in the company and how the company reflects this? **6 marks**

*He is a figurehead/Leader to pass on knowledge and to encourage. * (compulsory)*

2m (1m + 1m)

Directly responsible for Sales, Personal and Finance. (any two)

Does not have large staff turnover.

Willing to re-employ the people when they return.

Relaxed dress code/staff appear very happy as friendly photos on display.

Listens to/ involves employees, e.g. female giving presentation.

4 @ 1m each

Q1 Outline 3 benefits of hosting the European Special Games for Ireland.

6 marks

Good publicity for the country and the people/shows what the country can do.

There will be more visitors because of the games, so a financial benefit/extra jobs.

Ireland will have the EU presidency so the Games can be seen as a major event to do with this. Mix with different cultures.

To encourage community spirit/national pride amongst the people.

To foster social responsibility/awareness for those with Special Needs.

3 @ 2m each (1m + 1m)

Q2 Describe in detail 4 reasons why you would or why you would not consider volunteering for the games.

12 marks

Why:

*Interested in working with those who have disabilities in the future, so I want to see what is involved
For the experience of meeting all those from other countries, cultural/travel industry/CV/improve communication skills.*

For the excitement/buzz of volunteering/communication skill (if not awarded marks above).

Interested in Sport so I want to develop my coaching skills or a member of a club who are helping or member of Red Cross or Order of Malta.

Organised school activity + valid reason.

Desire to do good because I want to share my good fortune.

Why not:

Have no time as I am studying for the LC/part-time work.

You do not get paid and I need money for college etc.

I would not be good at this type of work, have no interest/personal skills/too lazy.

Locations inconvenient to where I live, I have no transport, days too long.

4 @ 3m each (2m + 1m)

- Q3 (i)** Draft an appropriate Time Plan which the organizers would have used in planning the games.
(ii) Out 3 important areas which must be included in the **national** plan for the games. **12 marks**

Drafting Time Plan

<i>January 2002</i>	<i>Set up overall committee, appoint those in charge of each area.</i>
<i>December 2002</i>	<i>Have Plan of work for each area. Book venues and accommodation. Arrange host towns for the different countries.</i>
<i>June 2003</i>	<i>Know all the sports needed and numbers of teams. Book major acts for opening & closing ceremonies.</i>
<i>January 2004</i>	<i>Have medical information and have medical teams planned. Advertise for volunteers. Prepare publicity.</i>
<i>May 2004</i>	<i>Opening of Games</i>

1m for layout in logical sequence

1m for range of time showing realistic forward planning, (look for 2 areas)

1m for a range of different areas of activity.

6m

3 important areas which must be included in national plan.

Finances/Budgeting/Sponsorship

How will money be raised, sponsorship, national lottery, EU funding.

How much money is needed to host the games.

Can non cash sponsorship be used.

Publicity/Marketing/Advertising

Best way to advertise the games.

What advertising message do you want to get across.

When you need to do the different types of advertising.

How much this will cost.

Transport:

Who arranges for the teams' transport to Ireland?

How to best transport the different teams to the different events.

Working with the Gardaí for security reasons and to avoid congestion.

Accommodation:

How many different countries will need accommodation?

Location of the accommodation?

Availability of accommodation

Cost.

Where to put teams when they arrive/host towns.

Catering must be organized.

Personal/Volunteers

What people are needed with different skills e.g. Nurses/security

How many are needed.

When you need these.

Medical:

Have you enough expertise doctors, nurses etc.

Support groups such as Red Cross Order of Malta.

Ambulances & special buses when needed.

Competitions:

Structures, heats, different classes/groupings/rules.

Venues

Judges/officials needed.

(no repetition of points/expansions allowed)

3 @ 2m each 6m

If 3 valid headings given 1m in total

Section C**General Questions****100 marks**

Q1 Career choice is important so that you select a career that best suits your aptitudes and abilities.

(a) Name a career you have investigated.

1 mark

(b) List 3 qualities you have which make this a suitable career for you?

6 marks

Name of career

1m

3 qualities

3 @ 2m

Must be relevant to the career.

1 quality must be essential/focused on the career mentioned e.g. if nursing mentioned caring must be given.

(c) Identify 2 LC subjects which you consider the most relevant for this career. Explain why each subject is relevant.

8 marks

2 @ 4m each

1m for subject. Subjects other than Link Modules.

Reason specific to subject, knowledge or skills must be mentioned.

Entry requirement for the career mentioned.

General overview of why this subject is important.

(d) Describe how you went about investigating the career mentioned.

10 marks

3 points: 1 @ 2m(2m + 2m) each.

2 @ 3m(2m + 1m) each

Must include mention of interview with someone involved in the particular career as one of the points.

Ask the Careers Guidance teacher for advice.

Initial Research- used careers library in the school/internet/careers exhibition in the school.

(1 point only allowed on doing this type of research).

Do work experience/shadowing in this particular area.

Went on a visit to see this particular work.

Went to a college open day/careers exhibition.

Interviewed someone working in this career area. Compulsory point.*

Q2 Voluntary bodies/community enterprises play an important role in the areas where they operate.

(a) Name 2 voluntary bodies/community enterprises working in your area.

2 marks

Any 2

@ 1m each

St V de P

Local Enterprise Group

Meal on Wheels

Etc.

FAS

Leader

County Enterprise Board

Local Area Partnership.

(b) Outline the work of one of the organizations you mentioned, stating who benefits from this organization.

6 marks

3 points @ 2m each

Who benefits must be included

@ 2m

2 statements on the work of the organization can be

Finance/Fundraising and how.

Description of service provided

2 @ 2m(1m + 1m)

(c) Write a letter asking a speaker from one of the organizations to visit your class. Mention why you want them to visit.

11 marks

Letter	Own address	1m	}	Must be perfect
	Business address	1m	}	
	Date	1m	}	
	Dear/Yours.	1m	}	
	Content:			
	Introduction/closing	1m		
	Why you want them to visit	2m		

Grammar/Spelling/paragraphing/punctuating/flow - 1m each error (max penalty 4m)

(d) Outline two ways you would evaluate this visit, stating why you have chosen each one.

2 ways @ 3m each

1m for naming

2m for why

1 Class discussion

You can see how much was learned from the visit.

Comments can be made straight away/elaborated on.

Chosen as easy to organise/quick, no need to prepare for this activity.

Students practice speaking out in public.

All students can be included early.

4 Class questionnaire

Make out question to see how much was learned.

Chosen because replies are confidential.

Inexpensive to operate.

Easy to collate results.

Good response rate will be obtained.

Objective as all students get the same questions.

5 Ask Teacher/speaker's opinion

Very easy to do.

Teachers will be a good judge.

No cost.

Good way to give feedback to students.

6 Written Report

Have the students got sufficient content.

Students can have individual opinions.

Easy to see what students learned.

Use of IT skills can be measured.

7 Comparison with another visit

To see if the organization has improved.

To see if anything further was learned.

To highlight the differences between different visits made (types of locations)

Q3 Business Enterprise is very important for any area. Consider a business enterprise with which you are familiar. (a) State the type of business involved (what the business does). State three enterprising characteristics the owner/manager possesses. **7 marks**

Type of Business

Hotel/furniture manufacture/computer supplier etc.

1m

Enterprising Characteristics

Innovative

Risk taker

3 @ 2m

Forward thinking Etc....

(b) Describe the study/training the owner/manager required for this position.

4 marks

2 points 2 m each (1m + 1m)

College course, naming course and a point about it such as why, how long of a course.

Apprenticeship, how long etc.

Experience/on the job training different areas of work/where/ why/knowledge of work or product.

Further qualifications e.g. Masters or extra courses.

(c) Carry out a SWOT analysis for this business.

8 marks

4 @ 2m each

Strengths

Weaknesses

Opportunities

Threats

1 clear statement in each area 2m: otherwise 1m for word only.

Points must be different in each area.

(d) Outline three benefits the area gains from having this business enterprise.

6 marks

3 points @ 2m each (1m + 1m)

Clear statement of benefit must be made for the 2m.

Employment given to local people this is good for the local economy.

Other businesses in the area get custom from this enterprise.

Brings prestige to the area so to the businesses are attracted to the area.

Support local projects so giving something back to the community/school visits/work experience.

Improved infrastructure means locals benefit from less congestion.

Encourages enterprise spirit as local will be influenced to set up their own businesses.

Product or service produced locally good for prestige in the area.

Q4 Job advertisement.

(a) Give two reasons why you think good IT skills are important for the position advertised. 2 marks

2 @ 2m each

Electronic products so you would need to be familiar with IT to understand how they operate.

You would need IT skills to aid communication with the business or other team members if you are out on the road selling the products.

Having good IT skills means the employees can do own correspondence thus saving time and money.

Professional image for Smyth Products when dealing with potential customers.

Sales people can have up to date information if away on a sales trip.

Orders can be dealt with immediately which is good for the business.

(b) Describe three ways by which you would show Smyth Products you have good communication skills. 6 marks

3 @ 2m each

0m or 2m

Clear description must be present for the 2m.

- 1. Apply in a professional manner, have a professional looking Resume/CV, highlighting particular relevant achievements prepared, write an appropriate letter of application.*
- 2. Be well prepared and confident at interview. Speak well at interview. Have intelligent questions prepared*
- 3. Put together a presentation on your qualifications/experience and present this at interview.*

(c) Describe three ways you would prepare for the job interview, stating why in each case. 9 marks

3 @ 3m each make sure why is given for full marks. (1m + 1m + 1m)

- 1. Research the company and product by looking it up on the internet/in the newspapers/magazines/companies office. Because this shows you are interested in the business and it makes a good impression at interview. * compulsory point*
- 2. Do an interview preparation course/mock interview/review C.V. Because this will give you a chance to practice interviews.*
- 3. Make sure you dress appropriately/ are well groomed as this makes a good impression.*
- 4. Plan transport and the time it will take to ensure you arrive early for the interview.*

(d) Explain two rights/entitlements workers have.

6 marks

2 @ 3m each (1m + 1m + 1m)

Clear explanation must be present for 3m
Statement only then 1m

1. To be allowed to join a Trade Union if they so wish. + any function of a Trade Union.
2. To be guaranteed the correct pay & conditions as set down by law – Labour Laws.
3. To safe working conditions as set down by law – Health & Safety.
4. Not to be discriminated against – Equality Issues.

Q5 Work Placement (work shadowing/work experience) is an important element of the LCVP program.

(a) What are the advantages of this?

4 marks

2 @ 2m each 0m or 2m

1. It allows you see what the world of work is like, helps the transition into the labour market..
2. The student can try out a particular job to see if he/she would like it/learn new skills/career options.
3. It often motivates the student to try harder in school.
4. It allows the student interact with adults other than parents/teachers.
5. Can give the student confidence/a chance to shine when otherwise they would not.
6. Opportunity for the student to make contacts to get apprenticeship/part-time work/content for C.V.

(b) Describe three ways the work placement can be evaluated?

6 marks

3 @ 2m each. Description must be present for the 2 marks. 0m or 2m

1. By the quality of the content of the Work Placement Diary produced by the student and the evaluation.
2. By getting the employer to complete an evaluation form on the student/interview the employer.
3. Interview the student or class discussion to see what they learned, how personal skills have improved.
4. Progress of the student in the school after the placement.

(c) Explain three obligations an employer has under the Safety, Health and Welfare at Work Act (1993)

9 marks

3 @ 3m each

Statement only 1m
must be clear statement for 3m.

1. To provide safe working conditions for all employees/safety signs/safety statement/safety officer/allow appropriate breaks.
2. To provide all safety and protective clothing and equipment required.
3. To provide safety training, information/instructions (e.g. use of machines, fire drill).

(d) Describe two ways the work placement can help you in school and subsequently. 6 marks

2 @ 3m each

1. Gives you an insight into a particular career so you can decide if you really want to do this/plan a career path.
2. It can motivate you to work harder and better and be more organised in your Leaving Certificate. Makes your LC subjects more relevant.
3. Feedback from adults other than teachers will help the student be more realistic.
4. Gives an insight into the world of work and the behaviour/attitudes expected in the workplace.

Q6 Your local community association has asked for the help of your class. They want to improve the local facilities for young people and they have asked you to carry out research for them in your school.

(a) Why is research important? 3 marks

1m + 1m + 1m

Research is important as it gives you information which will help you make decisions and not waste time or money as you know what the customers/clients want.

(b) Draw up the questionnaire you would use to carry out the research in your school. 12 marks

Layout/neatness/clarity/instructions/heading

1m

Appropriate style of Questions

1m Tick the boxes, Yes/No style of answering

5 questions @ 2m each

- | | |
|-----|--|
| Q1 | Age |
| Q2 | Male/Female |
| Q3 | What year you are in |
| Q4 | Estate/Street/area where you live* |
| Q5 | Activities you are interested in* |
| Q6 | Clubs you are a member of / facilities you use. |
| Q7 | Do you work part-time? |
| Q8 | What facilities you would like to see in the area. |
| Q9 | Are you willing to volunteer to fundraise/improve some facility etc. |
| Q10 | Open ended question such as any further comment... .. |

(c) What would you need to consider/plan for to ensure the survey was successful?

6 marks

3 @ 2m each

- 1. That the questionnaire asks the questions you need answers for/appropriate style of questions.*
- 2. That the questionnaire is easy and quick to complete.*
- 3. That you get a good response so that it is representative.*
- 4. That the administration of the survey is organized and runs smoothly.*
- 5. Information is collated quickly and correctly.*
- 6. Proper analysis of the information/information is used.*

(d) What areas should be examined in evaluating the process?

4 marks

2 @ 2m each

- 1. Did the class work well as a team.*
- 2. Was the brief given carried out properly .*
- 3. How well was the questionnaire drawn up?*
- 4. How well organized was the administering of the questionnaire i.e. collection, publicity, response rate.*
- 5. How long did it take, were deadlines met.*
- 6. How were the results collated.*
- 7. Did it cause disruption in the school.*