

Student No:

Portfolio Total: (Maximum 240 marks)

MARKING SCHEME CORE		MAXIMUM MARK	ACTUAL MARK
1.	Curriculum Vitae		
	Word processing -----	1 -- 2	
	Presentation/layout (conventional order)-----	1 -- 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	
	What was learned by the research/activity about career and oneself.-----	0 – 8	
	Description of two different pathways to the career-----	0 – 4	
	Evaluation: of the career-----	0 – 5	
	of undertaking the career investigation-----	0 – 5	
	Sub-total-----	40	

4.	Summary Report		
	Presentation layout-----	1 – 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)	1 – 10	
	Body of report – clarity (headings, logical structure, flow, originality of thought)-----	1 – 5	
	Conclusions/recommendations-----	1 – 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 (may include personal contribution)		
	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 and 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.-----	0 – 36	
	<i>Pass (18 – 23)</i> – basic communication skills		
	<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)

