

Student No: Portfolio Total: (Maximum 240 marks) 

MARKING SCHEME CORE		MAXIMUM MARK	ACTUAL MARK
<b>1.</b>	<b>Curriculum Vitae</b>		
	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	
	<b>Sub-total</b> -----	<b>25</b>	

<b>2.</b>	<b>Enterprise/Action Plan</b>		
	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	
	<b>Sub-total</b> -----	<b>35</b>	

<b>3.</b>	<b>Career Investigation</b>		
	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	
	<b>Sub-total</b> -----	<b>40</b>	

<b>4.</b>	<b>Summary Report</b>		
	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)-----	1 – 10	
	Body of report – clarity (headings, logical structure, flow, originality of thought)-----	1 – 5	
	Conclusions/recommendations-----	1 – 5	
	<b>Sub-total</b> -----	<b>40</b>	

Core: (Maximum 140 marks)

MARKING SCHEME OPTIONS		MAXIMUM MARK	ACTUAL MARK
<b>5. Record / Log / Diary</b>			
Presentation/layout-----		0 – 5	
Name and description of work experience placement-----		0 – 5	
Reasons for choosing work experience placement-----		0 – 5	
<b>Content</b>			
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	
<b>Expression and evaluation</b>			
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	
<b>Sub-total</b> -----		<b>50</b>	

<b>6. Report</b>			
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	
<b>Sub-total</b> -----		<b>50</b>	

<b>7. My Own Place</b>			
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	
<b>Sub-total</b> -----		<b>50</b>	

<b>8. Recorded Interview/Presentation</b>			
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	
<b>Sub-total</b> -----		<b>50</b>	

Any Two Options: (Maximum 100 marks)

