LCVP Portfolio 2021

Portfolio Total: (Maximum 240 marks)

	CORE ITEMS	MAXIMUM MARK
1.	**Curriculum Vitae**	
	Word processing	0 – 4
	Presentation/layout (conventional order)	0 – 6
	Personal details (any 4 items including signature)	0 – 4
	Skills and qualities	0 – 4
	Educational qualifications	0 – 6
	Work experience	0 – 6
	Achievements/interests/hobbies	0 – 5
	Referees	0 – 5
	Sub-total	**40**

2.	**Enterprise/Action Plan**	
	Presentation and layout	0 – 6
	Title/purpose	0 – 4
	Objectives (at least two needed)	0 – 8
	Research methods	0 – 6
	Analysis of research	0 – 12
	Action steps	0 – 9
	Schedule of time/costs	0 – 8
	Evaluation methods	0 – 12
	Sub-total	**65**

3.	**Career Investigation**	
	Title/word Processing/use of headings (**or** *Audio Tape* communication in clear and confident manner)	0 – 6
	Description of duties involved in the career/area	0 – 6
	Identification of skills and qualities needed	0 – 8
	Identification of qualifications & training needed	0 – 10
	Description of two different pathways to the career	0 – 8
	What was learned by the research/activity about career and oneself	0 – 11
	Evaluation: of the career	0 – 8
	Evaluation: of undertaking the career investigation	0 – 8
	Sub-total	**65**

4.	**Summary Report**	
	Presentation layout	0 – 6
	Title/name of activity	0 – 7
	Author's name	0 / 5
	Terms of reference of report/aims of the activity	0 / 6 / 10
	Body of report – content (short sentences, summaries, appropriate language)	0 – 15
	Body of report – clarity (headings, logical structure, flow, originality of thought)	0 – 10
	Conclusions/recommendations	0 – 12
	Sub-total	**65**

Core items: (Maximum 170 marks)

	OPTIONAL ITEMS	MAXIMUM MARK
5.	**Record / Log / Diary**	
	Presentation/layout	0 – 6
	Name and description of work experience placement	0 – 10
	Reasons for choosing work experience placement	0 – 10
	Content Factual day to day account of at least 3 days/entries as follows:	
	Detailed personalised account	0 – 12
	Candidate analysis of own performance in different situations	0 – 12
	Expression and evaluation	
	Evaluation of experience in the light of study & career aspirations	0 – 8
	Evaluation of how what has been learnt can be applied to work in the home, school and the local community	0 – 12
	Sub-total	**70**

6.	**Report**	
	Presentation layout	0 – 6
	Title/table of contents	0 – 4
	Author's name or signature	0 – 2
	Terms of reference of report/aims of activity	0 – 6
	Summary of main points	0 – 6
	Body of report	
	Account of activity	0 – 12
	Use of appropriate depth, detail, organisation of information	0 – 10
	Use of charts, tables, diagrams	0 – 5
	Conclusions/recommendations	0 – 10
	Evaluation	0 – 9
	Sub-total	**70**

7.	**My Own Place**	
	Presentation/layout	0 – 6
	Title/table of contents	0 – 4
	Description of local area/what is under investigation	0 – 6
	Aims/objectives	0 – 6
	Research methods	0 – 8
	Body of Report: description & analysis of key aspects	0 – 8
	use of logical sequence/headings/illustrations	0 – 8
	analysis of issue/suggestions for improvements	0 – 8
	Conclusions/recommendations	0 – 8
	Evaluation	0 – 8
	Sub-total	**70**

8.	**Recorded Interview/Presentation**	
	Presentation (neat in the context of the interview/presentation)	0 – 6
	Variety of tone, gesture, diction, eye contact	0 – 6
	Ability to communicate message clearly, engage audience, elaborate on points/questions, logical sequence of thought. ***Pass*** ***(25 – 32)*** basic communication skills ***Merit*** ***(33 – 39)*** ability to express ideas and opinions clearly and knowledge of topic ***Distinction*** ***(40 – 50)*** knowledge and ability to communicate ideas and own opinions clearly and in logical sequence	0 – 50
	Information (content)	0 – 8
	Sub-total	**70**

Any One Option: (Maximum 70 marks)