

CONTENTS

Acknowledgements	iv
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Introduction

What is LCVP?	01
Assessment of LCVP	01
Marking of LCVP	03
Preparing the Perfect Portfolio	06

Portfolio Core Items

1 Curriculum Vitae	08
2 Enterprise/Action Plan	13
3 Career Investigation	20
4 Summary Report	29

Portfolio Optional Items

5 Work Experience Diary or Work Shadowing Report	36
6 Enterprise Report	52
7 My Own Place	74
8 Recorded Interview/Presentation	92

Link Modules Exam

9 Link Modules: Glossary	97
10 Link Modules: Key Topics	100
11 Preparing for the Link Modules Exam	107
Words and Phrases in the Link Modules Exam	107
Revision Checklist for the Link Modules Exam	108
Web Resources for the Link Modules Exam	114

Introduction

What is LCVP?

LCVP is the Leaving Certificate Vocational Programme. LCVP is divided into three sections. Section 1 and Section 2 are the *course content* and *classwork* elements of the programme. They are guided by the teacher and the activities are undertaken by the students. The material covered will assist in the final Link Modules exam in 6th Year.

Section 3 involves the assessment of the *portfolio* and the *written exam*. This workbook focuses on Section 3 and assists with the other two sections. Follow the guidelines that are suggested throughout this workbook and work your way towards Getting it Right!

Section 1

Link Module 1: Preparation for the World of Work

This section of LCVP focuses on:

- Introduction to Working Life
- Job Seeking Skills
- Career Investigation
- Work Placement.

Section 2

Link Module 2: Enterprise Education

This section of LCVP focuses on:

- Enterprise Skills
- Local Business Enterprises
- Local Voluntary Organisation/Community Enterprises
- Enterprise Activity.

Section 3

Link Modules Portfolio and Exam

This section of LCVP relates to the portfolio of coursework and the written exam. This workbook will focus on the portfolio, giving step-by-step advice towards producing the perfect portfolio. Follow the guidelines and examples throughout this workbook and you will be able to produce the best possible portfolio for LCVP. This workbook will also assist you in preparing for the Link Modules exam in 6th Year.

Assessment of LCVP

The assessment of LCVP is divided into two sections, totalling **400 marks**. The **portfolio** involves six items that together account for **240 marks** (60 per cent of the overall mark). The **Link Modules exam** accounts for **160 marks** (40 per cent of the overall mark).

Portfolio

The submitted portfolio must include **six** items drawn from a list of eight possible items.

There are **four compulsory items**:

- 1 Curriculum Vitae
- 2 Enterprise/Action Plan
- 3 Career Investigation
- 4 Summary Report.

You must choose **two optional items** from the remaining four items on the list:

- 5 Work Experience Diary/Shadowing Report or Work
- 6 Enterprise Report
- 7 My Own Place Report
- 8 Recorded Interview/Presentation.

This workbook will examine each of these items in detail and assist you in preparing the perfect portfolio.

In order to keep up to date, remember to communicate with your LCVP teacher/co-ordinator and to check the SEC (State Examinations Commission) website regularly (www.examinations.ie). You can also:

- Follow the author on Twitter (@[gettingitright1](https://twitter.com/gettingitright1)) for posts in relation to the case study.
- Join **Gettingitright LCVP** on Facebook for LCVP-related links and feeds.

Link Modules Exam

The LCVP Link Modules examination usually takes place in late April/early May of 6th Year, before the main Leaving Certificate exams in June. The Link Modules exam usually consists of three sections and lasts 2½ hours.

Section A: Audio Visual Presentation

This section lasts 30 minutes and is based on a short video. The content of the video reflects a variety of themes drawn from the various vocational aspects of the course and from the Link Modules. Sample Audio Visual Presentations are available on the SEC website (www.examinations.ie) and it is recommended that you watch these sample videos as part of your preparation for the exam.

It is also important to be clear on the details of the viewing session. Check the SEC website (www.examinations.ie) for exact dates and times. It is vital to pay attention to the guidelines set out annually by the SEC in relation to the LCVP portfolio and exams.

Section B: Case Study

A case study is sent to each school in advance of the Link Modules exam. The case studies are distributed to students several weeks in advance of the exam. Your teacher will be able to provide details on this.

The case study is a fictional scenario where an enterprise (or individual) is involved in a particular venture. There is a background to the scenario and a number of influencing factors are given. The student must analyse the case study and answer related questions while giving their opinion in support of their answer.

It is recommended that you undertake a thorough analysis of the case study well in advance of the exam. You could even conduct a SWOT analysis or facilitate a discussion with your classmates. Read previous examples on the SEC website (www.examinations.ie) to gain an understanding of the case study and the types of questions that appear. Try and summarise the case study so that you 'have the bones of it' and can explain it in a concise way if asked to do so.

Scan the case study for LCVP/business vocabulary. Make sure that you understand every term that is used and that you can explain each term with an example. It is important to always expand your answers or definitions with examples.

Identify potential problems within the case study and have potential solutions worked out in advance. Identify those people within the case study who are relevant, qualified or needed, and think about potential scenarios where these people could come together to create solutions for any problems.

Identify organisations and locations that are relevant to the case study and set out how they too can be relevant or productive.

Section C: General Questions

Section C of the exam provides six general questions and you must choose four to answer. The front page of Section C of the exam paper is a cover sheet that lists all six questions along with their sub sections. It is recommended that you read all six questions in full, including the subsections, before you attempt this part of the exam. In the end, this will save you time because it will allow you to choose the questions that suit you best.

The topics in Section C include:

- Enterprise
- Work Experience
- Career Investigation
- Preparing for the world of work
- Volunteering
- Committees, meetings and agendas
- Mini companies
- Planning
- Teamwork
- Health and safety
- Conditions within the world of work.

It is recommended that you read past papers and view the variety of topics that could arise.

Use the Revision Checklist (Section C) on p.105 of this workbook to assist you in your preparation for the exam.

Marking of LCVP

Portfolio

The portfolio is assessed through two methods: identification and impression. In terms of **identification**, the examiner assesses your use of key features, words, terms or expressions. For example, in the CV section, you must include four personal items at 1 mark each.

In terms of **impression**, the examiner assesses your work and gains an impression of the depth of your understanding of the content you have chosen. For example, in the Work Experience Diary section, you must provide a factual day-to-day account of your time in the workplace. A total of 10 marks is available for this section and you will be awarded marks depending on the quality of the content you provide and the impression that the examiner gets from your work. Marks out of 10 could be graded in the following ways:

- 5/6 marks (Pass):
A basic daily account.
- 7/8 marks (Merit):
A good daily account with some variety and evaluation.
- 9/10 marks (Distinction):
A detailed and varied account with self-evaluation, where a student applies what they learned to other areas and reflects on what they did. This can also influence career paths and opinions.