

LCVP Action Plan (35 MARKS)

Presentation and Layout 0 - 3

Suitable and consistent font e.g. Times new roman size 12

Spelling

Grammar

Punctuation

Title/Purpose 0 - 2

e.g. "A Plan for A Visit Out to AIB to take part in Mock Interviews for my LCVP Link Modules"

Objectives 0 - 4

At least 2 objectives are required - Must include a personal objective

Use future tense

e.g. I hope to improve my interview skills and gain confidence in an interview situation.

Research Methods 0 - 2

Can past or future tense

2 separate methods at 1 mark each e.g. we did a survey to find out....

We met the school Principal to ask for permission to be absent from School

We looked up the internet to get information about the Company

Analysis of Research 0 - 6

This must be past tense.

Can be the results of the research, or analysis of the methods used.

The analysis must link with the two methods above E.g. As a result of our survey we found out....

The Principal gave us permission to be out of school provided that we got written letters of permission from our parents and our teachers had no objection.

Action Steps 0 - 6

Must have three action steps - What we will do

One of the steps must be our plan for the day of the activity

Can break it into Day 1, day 2, day 3 or week 1, week 2, week 3.

Schedule of time/ Costs

0 - 6

3 marks for time schedule and 3 marks for Costs schedule

Estimate costs e.g. Postage, Telephone, travel, photocopying, refreshments

Schedule of time can be amalgamated with Action steps or shown separately

Evaluation methods

0 - 6

2 methods at 3 marks each

How will I know I have improved? Must have a link to each of the objectives given already.

E.g. If I do a good interview I will know I have improved my interview skills

If I get good feedback from my interview panel I will know I have achieved one of my objectives

If we (for the group objectives)

If I (for the personal objectives)