



PDST

Professional Development Service for Teachers

LCVP Portfolio: Ensuring Success

Siobhan O'Sullivan, PDST
February 2013

business@pdst.ie

THIS COURSE WILL FOCUS ON:

- Overview of the Portfolio
- Individual Portfolio items and their requirements
- Using peer-assessment and self-assessment of Portfolio items with students
- Resources for the Portfolio

OVERVIEW OF PORTFOLIO

- Student's examination number must be on the front cover of the portfolio
- Ensure the portfolio is securely bound, spine or spiral bound, with no plastic pockets
- Use a consistent font throughout, e.g. Times New Roman, size 12, headings size 14

OVERVIEW OF PORTFOLIO

- Use a contents page with the list of core items and optional items. Place the items in the order of the LCVP marking scheme
- Place a cover page in front of each item with its title on it, e.g. Curriculum Vitae
- If submitting the Recorded Interview as an optional item, remember to include this on the contents page with a copy of the DVD sequence sheet with the student's name highlighted

CURRICULUM VITAE

Contents

CORE ITEMS:

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

OPTIONAL ITEMS:

5. Diary of Work Placement
6. Enterprise Report

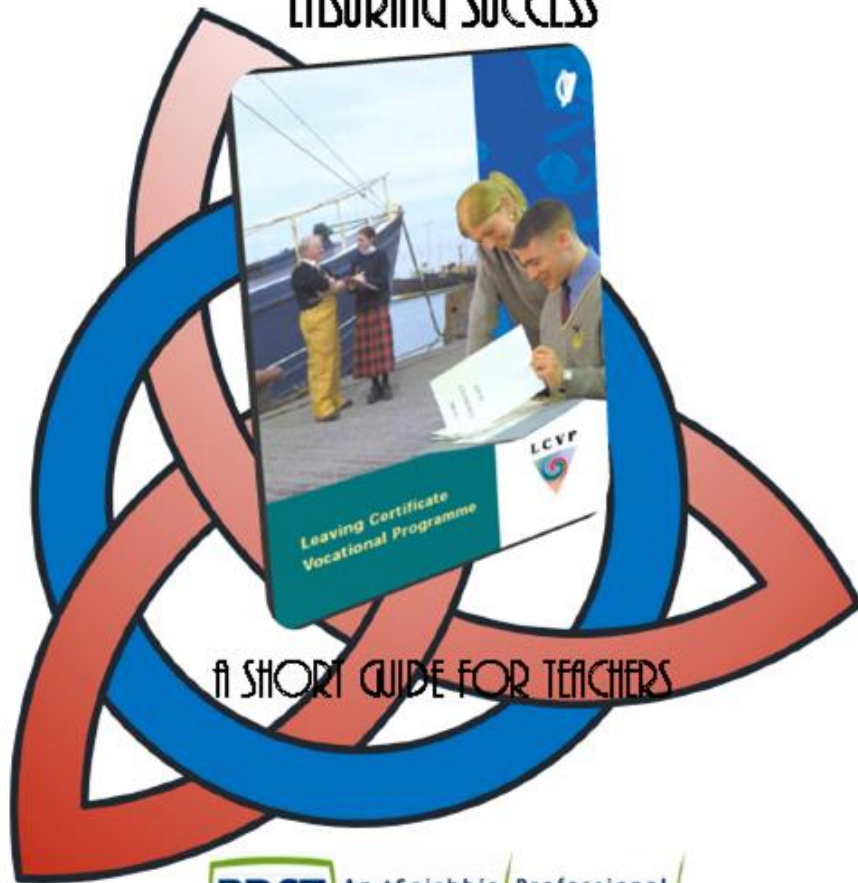
OVERVIEW OF PORTFOLIO

- Ensure that the portfolio is the students own work and reflects their individual effort by using personal objectives, research methods, etc.
- Material presented must be based on work generated during Link Modules only
- Portfolio items must relate to a number of different activities
- Make two copies of the Portfolio, one for submission and one for use as a revision tool for the written paper
- Apply the learning cycle throughout the portfolio items – Plan, Experience, Evaluate and Record (PEER)
- Only submit six items for final assessment

COMMON ERRORS

- Marks lost due to spellings/grammar/punctuation
- Using a large font
- Action Plans/Summary Reports based on non-LCVP activities
- Marks lost for brevity of information/poor description of activities/information missing
- Failure to evaluate or provide conclusions and recommendations
- Material submitted outside two-year LCVP programme dates

PREPARING THE LCVP PORTFOLIO: ENSURING SUCCESS



A SHORT GUIDE FOR TEACHERS



An tSeirbhís
um Fhorbairt
Ghairmiúil
do Mhúinteoirí

Professional
Development
Service for Teachers

Download from
<http://pdst.ie/node/2197>



Professional
Development
Service for Teachers

The PDST is funded by the Department of
Education and Skills under the National
Development Plan, 2007 - 2013



INDIVIDUAL PORTFOLIO ITEMS AND THEIR REQUIREMENTS

LCVP Portfolio

| LCVP Portfolio | |
|-------------------------|------------------------------------|
| <i>Compulsory Items</i> | <i>Optional Items (2 out of 4)</i> |
| Curriculum Vitae | Diary of Work Placement |
| Enterprise/Action Plan | Enterprise Report |
| Career Investigation | My Own Place Report |
| Summary Report | Recorded Interview |

RECORDED INTERVIEW



- 3 – 5 minutes max.
- Candidates must be neat, well presented
- Use a variety of tone, gesture, good diction and eye contact
- Ensure students elaborate on questions asked, refer to skills learned/developed during at least three Link Modules activities
- Marks awarded for knowledge and ability to communicate their ideas clearly and logically

RECORDED INTERVIEW COMMON ERRORS



- Marks lost due to poor presentation
- Going over the time allotted
- Lack of preparation on the part of the candidate/ poor communication skills
- Interviewer not asking searching questions so candidate is unable to elaborate fully

RECORDED INTERVIEW GOOD PRACTICE



- Ensure DVDs can play on a DVD player and a laptop
- Make three copies of each DVD, two to be sent to SEC and one to remain in school
- Use sufficient packaging, i.e. hard case and padded envelope
- Make sure that all recordings are on the DVD and match the sequence sheet (first and last)
- Enclose sequence sheet with DVD

MY OWN PLACE REPORT



- 1000 – 1500 words, word processed, group activity
- Spelling, punctuation, grammar, headings, font, spacing
- Title page: title, sub-title (for greater detail), author's name, intended audience, date of completion (including year)
- Table of contents: list of main sections of report with corresponding page numbers
- Introduction: description of the local area, indicating what aspects of the area are being investigated. Sketch map could be included showing location

MY OWN PLACE REPORT



- Aims/objectives: what the student set out to investigate/achieve through the activity. Personal objective may be included
- Research Methods: description of the different ways information was collected about the local area
- Out-of-school activity: must be dated (include year), describe how information was gained and how it was subsequently used. Must be a group activity

MY OWN PLACE REPORT



- Body of report: main findings of investigation, headings needed (sub-headings if required). Analysis of local issue (evaluation needed, not just description) with suggestions for improvements. Show evidence of personal contribution
- Conclusions: must relate to the aims/objectives of the investigation
- Recommendations: must be appropriate to the body of the report and relate to the conclusions
- Evaluation: must include personal evaluation, link to LC subjects and evaluation of activity
- Appendices: max. two items

MY OWN PLACE COMMON ERRORS



- Table of contents missing
- Reports concentrating on one aspect of their area and failing to give an overview of the complete investigation
- Failing to identify candidate's own personal contribution
- Lack of development of analysis of key issue and recommendations for improvement

ENTERPRISE REPORT



Before writing the Enterprise Report, brief students on:

- Planning
- Skills
- Evaluation
- SLOs relating to Enterprise Education

ENTERPRISE REPORT



- 1000 – 1500 words, word processed
- Must be based on an enterprise activity which is plan, set up and run. Must be a **group activity**
- Spelling, punctuation, grammar, headings, font, spacing
- Title page: title, subtitle (for more detail), author's name, intended audience, date of completion
- Table of contents: list of all sections of the report, complete with page numbers
- Summary: paragraph with the main **content** of the report summarised

ENTERPRISE REPORT



- Terms of reference/aims: why the report was written, what the student hoped to learn from the activity. Must include group **and** personal aims
- Body of report: paragraphs with clear headings (and perhaps sub-headings) in a logical sequence. Apply the learning cycle (PEER). Include finances (revenues and costs) and chart/table/diagram/photo (caption must be included). Show evidence of personal contribution to the activity

ENTERPRISE REPORT



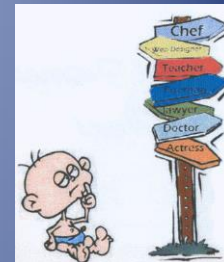
- Conclusions: should relate to the body of the report
- Recommendations: should be based on report's conclusions, e.g. suggestions for future action
- Evaluation:
 - Of the enterprise activity (link back to objectives)
 - Of the group's performance
 - Of the candidate's personal performance
- Appendices: max. two permitted

ENTERPRISE REPORT COMMON ERRORS



- Author's name and table of contents missing
- Personal objective missing
- Personal/individual contribution paragraph missing
- Summary of report missing
- Charts/tables/diagrams not included or not clearly labelled
- Enterprise report submitted on personal (instead of group) enterprise activity

DIARY OF WORK PLACEMENT

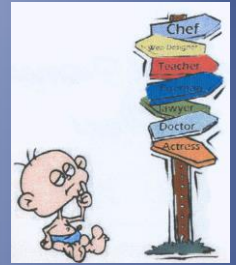


Before work placement, brief students on:

- Planning
- Evaluation
- Communications
- Teamwork
- Marketing and Advertising
- Industrial relations
- Leadership and management
- Enterprise
- Difference between school and work
- Skills and how to apply these skills in the home, school and community
- Legislation (Health and Safety, Equality and Employment of Young Persons Acts)

*This will ensure
plenty of content
for a Diary of Work
Placement*

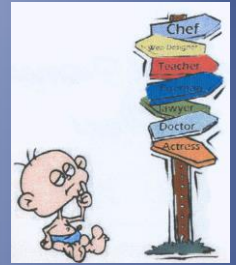
DIARY OF WORK PLACEMENT



Introductory page

- Title
- Authors name
- Dates of work placement, including year
- Details of business/organisation, including full name, address, description of business
- Description of duties carried out
- Reasons for selection: must link with career plan, interests and aptitudes and LC subject(s)

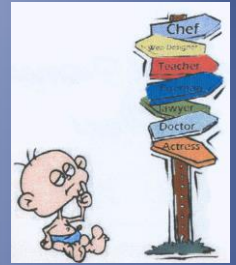
DIARY OF WORK PLACEMENT



Daily entries (three to five days)

- One page per day, with date (including year), start and finishing time
- Factual description of what was observed and experienced during the placement, e.g. duties, training, skills developed/gained, new knowledge acquired, legislation, SLOs
- Analysis of own performance: how new tasks were mastered, challenges met, what was done well/not done well
- If work shadowing report, day 1 – preparation, day 2 – shadowing, day 3 – debriefing/evaluation

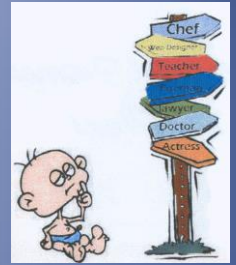
DIARY OF WORK PLACEMENT



Final page

- Evaluation: of this experience in light of future study **and** career aspirations
- Application: how what was learned (either skill or knowledge) can be applied in the home, school **and** community
- Appendices may be included (max. two): employers report, letter of application/thank you letter, copy of insurance, photo of workplace
- Presentation/layout: spelling, grammar, spacing, punctuation, headings, font

DIARY OF WORK PLACEMENT COMMON ERRORS



- Lack of detailed accounts of work placement
- Candidates not giving sufficient reasons for choosing work placement, e.g. links to LC subjects, career aspirations, interests and aptitudes
- Poor analysis of own performance each day
- Evaluation of work placement missing
- Link to future studies (college name and course title) missing
- Lack of application to home, school and community

SUMMARY REPORT



- 300 – 600 words, word processed
- Spelling, punctuation, grammar, spacing, headings
- Must be based on Link Modules activity, e.g. visit in, visit out, local area (if not submitting a full report on my own place)
- Apply the learning cycle (PEER) to ensure a logical flow
- Title: name activity, e.g. Summary Report on an LCVP Visit to Hertz
- Aims/terms of reference: what the student hoped to achieve. Include group and personal aims. Link to SLOs

SUMMARY REPORT



- Body of report: at least three paragraphs in a logical sequence, using the learning cycle, e.g. planning the activity, the activity itself, after the activity
- Conclusions: should relate back to the aims/terms of reference
- Recommendations: suggestions for future action, based on conclusions of report, may include follow-on activities or suggestions for how the student may perform better in a future activity

Remember: You are reporting on an LCVP activity, this is not an essay!

SUMMARY REPORT COMMON ERRORS



- Personal aim missing from group activity
- Objectives unrelated to body of report
- Lack of headings within body of report
- Conclusions not linked to aims/body of report
- Recommendations not valid to the report submitted
- Brevity of overall report

SUITABLE SUMMARY REPORTS

- Report on a visitor to the Link Modules classroom, e.g. speaker from voluntary organisation, local entrepreneur, representative from CEB, local Chamber of Commerce, etc
- Report on a visit out as part of the Link Modules, e.g. visit to a local business
- Report on an Enterprise Activity (if not submitting Enterprise Report on as optional item)
- Report on “My Own Place” activity (if not submitting “My Own Place” Report on as optional item)
- Report on Work Placement (if not submitting Diary of Work Placement on as optional item)

CAREER INVESTIGATION



- 300 – 600 words, word processed
- Spellings, grammar, punctuation, spacing, indents, headings
- Audio tape (sequence sheet)
- Title: Career Investigation of....
- Description of career: three separate sentences describing duties of the career. Clear description of what a person in this career **does**
- Skills and qualities: three of each, relevant to career, skills are needed to do the job, qualities relate to the type of person
- Qualifications and training: two separate pathways, course title, college name, entry points, duration of course, course details, end qualification

CAREER INVESTIGATION



- Interaction: must show evidence of interaction with adult(s) other than teachers in an out of class learning experience, e.g. interview, work shadowing/experience, college open day. Give date of interaction, name (Mr/Ms) and position of interviewee and outcomes of the interview
- What I learned about career: pay, job prospects, promotion prospects, travel opportunities, perks of job, etc
What I learned about myself: relate to LC subjects, personal interests/aptitudes
- Evaluation of career: am I still interested in this career? Why/why not?
- Evaluation of career investigation: what skills/insight did I gain?

CAREER INVESTIGATION COMMON ERRORS



- Insufficient detail on description of duties of career
- Skills/qualities section missing or not enough skills/qualities explained
- Lack of information on course content. Brief outline is sufficient
- Link with students' own aptitudes, interests and LC subjects is not evident
- Not evaluating career investigation process as well as the career

ENTERPRISE/ACTION PLAN



- 300 – 600 words
- Must relate to Link Modules, e.g. plan to organise visit in/visit out/fundraising activity, etc. **Link to SLOs**
- Spelling, grammar, punctuation, headings, font, etc
- Use of tense: future tense except for analysis of research
- Title: state the plan is a LCVP Plan and indicate it's purpose
- Objectives: at least three, of which at least one must be personal (what does the student/group hope to achieve, hope to learn? What skills does the student hope to learn/develop?)

ENTERPRISE/ACTION PLAN



- Research Methods: at least three **different methods** needed, including one personal (where the student can identify clearly what research they will carry out)

Gap in time – stop and conduct the research

- Analysis of Research: summarise the **outcome** of each research method. Detail needed. Must be in the **past tense**
- Actions: at least five needed, one the day before the event, one on the day of the event. Don't repeat research methods

ENTERPRISE/ACTION PLAN



- Schedule of time: indicate how much time must be allocated to each part of the activity/ dates of deadlines which must be met. Must be in the **future tense**. Can combine with Actions to avoid repetition
- Resources/Costs: may include material and/or personnel. Must give detail of costs. For an enterprise activity must give income, expenditure and projected profit/loss. Must be in the **future tense**
- Evaluation Methods: the methods the group intend to use to ascertain whether or not the objectives have been met. Must refer back to each objective (1 with 1, 2 with 2, etc)

SUITABLE LCVP ACTION PLANS

- Plan for a visitor to the Link Modules classroom, e.g. speaker from voluntary organisation, local entrepreneur, representative from CEB, local Chamber of Commerce, etc
- Plan for a visit out as part of the Link Modules, e.g. visit to a local business
- Plan for an Enterprise Activity
- Plan for “My Own Place” activity



ENTERPRISE/ACTION PLAN COMMON ERRORS



- Presentation errors
- Incorrect use of tenses:
 - Aims/objectives, actions, schedule of time, resources and costs, evaluation methods – FUTURE TENSE ONLY
 - Research methods – Past OR future tense
 - Analysis of research – PAST TENSE ONLY
- Personal objective missing from group activity
- Duties/actions for day of event missing
- Evaluation methods not linked to objectives/not apparent
- Plans not submitted on Link Modules activity

CURRICULUM VITAE



- Two page max.
- Must be word processed
- Spelling/punctuation/grammar/font/tabs/headings
- Personal Details – name, address, email, telephone number (including area code), date of birth (day, month, year)
- Skills and Qualities – short statement stating skills and qualities, three of each, more than one word, e.g. excellent interpersonal skills
- Education/Qualifications – names of schools and years attended (most recent first), dates of exams, subjects, levels and grades (Link Modules, not LCVP)

CURRICULUM VITAE



- Work Experience – most recent first, give dates, name and address of employer/company and job description/duties
- Hobbies, Interests and Achievements – list hobbies/interests that demonstrate skills or abilities to an employer. Achievements may be school related/personal/sporting achievements. At least one of each required
- Referees – two required, include title (Mr/Ms/Dr etc), full name, job title (exact position, not “owner”), addresses and telephone numbers (including area codes)

CURRICULUM VITAE COMMON ERRORS



- Presentation errors
- Skills/qualities section missing
- Year missing from Educational Qualifications
- Information missing for referees
- Dates/duties/full addresses missing from Work Experience
- Email addresses

PEER AND SELF-ASSESSMENT

- Encourage students to take greater responsibility for own work
- Reduction of teacher correction time
- Rubrics/checklists
- www.pdst.ie/node/186, click on Portfolio



PRIMARY PDST

This section of our website contains all information and resources regarding the supports we offer primary schools:

- Curriculum subjects
- Literacy and Numeracy
- Child Protection
- DEIS
- School Self Evaluation
- Leadership

POST-PRIMARY PDST

This section of our website contains all information and resources regarding the supports we offer post-primary schools:

- Subjects (A-F)
- Subjects (G-Z)
- National programmes
- School Self Evaluation
- Leadership
- Literacy and Numeracy



Click here

PDST is funded by the Teacher Education Section (TES) of the Department of Education and Skills (DES). The service is managed by Dublin West Education Centre
PDST · 14 Joyce Way, Park West Business Park, Nangor Road Dublin 12 · Telephone: 01-4358587 · Email: info@pdst.ie · [Website Log-in](#)



Post Primary - Home page x

pdst.ie/postprimary

Malahide Communi... Yahoo! Ireland Google Co-operative Learni... Methodologies Design Business Personal Website Literacy & Numeracy ICT LCVP Other bookmarks

Content management Site building Site configuration User management Help 32 / 3 Log out carolmchale@pdst.ie

About us · Organisation · Publications · Links

PDST Professional Development Service for Teachers

Primary Teachers Post Primary teachers

Subjects (A-F) Subjects (G-Z) National Programmes School Self-evaluation Leadership Literacy and Numeracy link teachers JCSP

Post Primary - Home page

Home » Post Primary teachers

The aim of the Professional Development Service for Teachers (PDST) is to provide high quality professional development and support that empowers teachers and schools to provide the best possible education for all pupils/students. Continuing Professional Development opportunities are provided for teachers on a nationwide basis and in collaboration with the Education Centre network. A wide range of CPD events (seminars, workshops etc) is provided focusing on national priorities including literacy, numeracy and school self-evaluation in addition to locally identified needs.

See below a schedule of events for Post-Primary teachers that will roll out over the coming weeks. The schedule can be [downloaded here](#).

Click here, and then choose LCVP or go directly to <http://pdst.ie/node/186>

click to read

LCVP - Leaving Certificate x

pdst.ie/node/186

Malahide Communi... Yahoo! Ireland Google Co-operative Learni... Methodologies Design Business Personal Website Literacy & Numeracy ICT LCVP

Content management Site building Site configuration User management Help

About us · Organisation · Publications · Links

PDST Professional Development Service for Teachers

Primary Teachers Post Primary teachers

Subjects (A-F) Subjects (G-Z) National Programmes School Self-evaluation Leadership Literacy and Numeracy link teachers JCSP

View Edit Children

LCVP - Leaving Certificate Vocational Programme

Home » Post Primary teachers » National Programmes » LCVP - Leaving Certificate Vocational Programme

| | | | | | | | | | |
|------|----------|------------|---------|-----------|----------|-----------|--------|---------------|---------------------|
| Home | Syllabus | Assessment | Content | Portfolio | Planning | Resources | Skills | Methodologies | Literacy & Numeracy |
|------|----------|------------|---------|-----------|----------|-----------|--------|---------------|---------------------|

Welcome to the

LCVP is a Senior Cycle Programme of the Department of Education and Skills, designed to give a strong vocational dimension to the Leaving Certificate (est... programme combines the virtues of academic study with a new and dynamic focus on self-directed... work and the community.

Clár de chuid Shraith Shinsearach na Roinne Oideachais agus... an LCVP atá leagtha amach chun diminsean maith gairmiúil a chur san Ardeistiméireacht (shean... dhúlthaíonn an clár seo buanna an staidéir acadúil le fócas nua dinimiciúil ar an bhfoghlaím féini... fiontraíocht, ar obair agus ar an bpobal

Young people taking the LCVP have a unique opportunity to develop... personal, vocational and technological skills. These skills are equally relevant to the needs of those... further education, seeking employment or planning to start their own business. The LCVP is funded by the... Education and Skills under the National Development Plan.

LCVP News

NEW: Ensure to have 4 copies of DVD with recorded interviews.

Send two to the SEC with the written paper and keep two copies of the DVD in the school.

Click here to access resources for each portfolio item, including the portfolio checklists

RESOURCES FOR THE PORTFOLIO



The screenshot shows the PDST (Professional Development Service for Teachers) website. The browser address bar shows <http://pdst.ie/node/2199>. The page title is "LCVP Portfolio | PDST". The navigation menu includes "About us", "Organisation", "Publications", and "Links". There are social media icons for Facebook, Twitter, and RSS. The main content area is titled "LCVP Portfolio" and includes a breadcrumb trail: "Home » Post Primary teachers » National Programmes » LCVF - Leaving Certificate Vocational Programme » LCVF Portfolio". Below the breadcrumb trail is a navigation bar with links: "Home", "Syllabus", "Assessment", "Curriculum", "Portfolio", "Planning", "Methodologies", and "Skills". The "Portfolio" link is highlighted. The main content area is titled "LCVP Portfolio" and contains a table with two columns: "Compulsory Items" and "Optional Items". The "Compulsory Items" column lists "Curriculum Vitae", "Enterprise/Action Plan", "Career Investigation", and "Summary Report". The "Optional Items" column lists "Diary of Work Placement", "Enterprise Report", "My Own Place Report", and "Recorded Interview/Presentation". Below the table, there is a text box stating: "The Portfolio of coursework is worth 60% of the final LCVF grade. The deadline for the 2013 portfolios is on or before **Wednesday 6th March 2013**. Click here to download Preparing the LCVF Portfolio". On the left side of the page, there is a section titled "National Programmes" with a list of links: "JCSP - Junior Certificate School Programme", "LCA - Leaving Cert Applied", "Transition Year", and "LCVP - Leaving Certificate Vocational Programme". The "LCVP - Leaving Certificate Vocational Programme" link is expanded, showing a list of sub-links: "LCVP Syllabus and Guidelines", "Assessment in LCVF", "LCVP Curriculum/Course Content", "LCVP Portfolio", "LCVP Planning", "LCVP Methodologies", and "LCVP Skills". Below this, there is a section titled "PDST Latest news" with a link to "Diversity of Patronage Survey of Parents" dated "14.01.2013 - 10:53". The text of the news item states: "The Department of Education and Skills is conducting a survey of parents in 38 areas across Ireland asking who they would like to see running primary schools. The survey closes on 8th February...."

Primary teachers ▾ Post Primary teachers ▾

Subjects (A-F) Subjects (G-Z) National Programmes School Self-evaluation Leadership Literacy and Numeracy link teachers

National Programmes

- ▶ JCSP - Junior Certificate School Programme
- ▶ LCA - Leaving Cert Applied
- ▶ Transition Year
- LCVF - Leaving Certificate Vocational Programme
 - LCVF Syllabus and Guidelines
 - Assessment in LCVF
 - LCVF Curriculum/Course Content
 - LCVF Portfolio
 - LCVF Planning
 - LCVF Methodologies
 - LCVF Skills

PDST Latest news

Diversity of Patronage Survey of Parents

14.01.2013 - 10:53

The Department of Education and Skills is conducting a survey of parents in 38 areas across Ireland asking who they would like to see running primary schools. The survey closes on 8th February....

LCVP Portfolio

Home » Post Primary teachers » National Programmes » LCVF - Leaving Certificate Vocational Programme » LCVF Portfolio

[Home](#) [Syllabus](#) [Assessment](#) [Curriculum](#) [Portfolio](#) [Planning](#) [Methodologies](#) [Skills](#)

| Compulsory Items | Optional Items |
|------------------------|---------------------------------|
| Curriculum Vitae | Diary of Work Placement |
| Enterprise/Action Plan | Enterprise Report |
| Career Investigation | My Own Place Report |
| Summary Report | Recorded Interview/Presentation |

The Portfolio of coursework is worth 60% of the final LCVF grade.

The deadline for the 2013 portfolios is on or before **Wednesday 6th March 2013**.

[Click here to download Preparing the LCVF Portfolio](#)

<http://pdst.ie/node/2199#plan> [Add and Service Desk](#)

Thank you

Contact Details: business@pdst.ie

If you would like school support, please
visit: <http://pdst.ie/node/860>