

NZQA Assessment Support Material

Unit standard		28062			
Title	Participate in a formal interview (EL)				
Level	3	Credits	5	Version	3

Student guidelines

AWARD OF CREDIT



This unit standard can be awarded with an Achieved, Merit, or Excellence grade.

CONDITIONS OF ASSESSMENT



This assessment will take place over a timeframe set by the assessor.

- You need to speak for at least four minutes.
- You will be recorded audio-visually.

Note:

- You can use the Student Checklist to help you prepare.

Assessment task

You will participate in a formal interview for at least four minutes. The context of your interview will be chosen by your assessor and will be appropriate to your learning context.

In the interview you will need to talk about the past, present and future. You may need to:

- talk about yourself;
- tell the interviewer some things about your past;
- talk about qualities you have and things you do well;
- tell the interviewer what you want to do in the future.

Your assessor will consider

- your use of conventions and language features
- your presentation of ideas (clear and understandable)
- your use and control of language features to communicate clearly
- inconsistencies and whether you can self-correct

Student Checklist

In this assessment task you will need to show that you can do the following:		
Participate in a formal interview for at least four minutes.		
To Achieve	To achieve with Merit	To achieve with Excellence
<ul style="list-style-type: none"> use conventions and language features that are generally appropriate to a formal interview, with some lapses. 	<ul style="list-style-type: none"> use conventions and language features that are appropriate to a formal interview, with minor lapses. 	<ul style="list-style-type: none"> use conventions and language features that are consistently appropriate to a formal interview.
<p>Conventions include the use of verbal and non-verbal strategies such as:</p> <ul style="list-style-type: none"> giving a formal greeting and leave-taking e.g. <i>Good morning / good afternoon; Thank you for your time; Goodbye.</i> addressing the interviewer in a formal way e.g. <i>Mr Roberts</i> making appropriate eye contact with the interviewer behaving appropriately throughout the interview e.g. sitting appropriately, nodding and smiling to show interest. clarifying when you don't understand e.g. <i>Do you mean?</i> responding to and giving feedback e.g. <i>Yes, I think that's right.</i> checking or confirming e.g. <i>So I need to come in the afternoon?</i> <p>Language features include the use of formal language such as:</p> <ul style="list-style-type: none"> using the full form of words e.g. 'yes' instead of 'yep' not using slang expressions e.g. <i>cool</i> 		

To Achieve	To achieve with Merit	To achieve with Excellence
<ul style="list-style-type: none"> present ideas in a generally clear and understandable way. There is evidence that your language can flow smoothly without long pauses. Some of your responses are natural and unplanned. 	<ul style="list-style-type: none"> present ideas in a clear way so that they can be understood, with much of your language flowing smoothly without long pauses. Many of your responses are natural and unplanned. 	<ul style="list-style-type: none"> present ideas in a very clear and understandable way with most of your language flowing smoothly without long pauses. Most of your responses are natural and unplanned.
To Achieve	To achieve with Merit	To achieve with Excellence
<ul style="list-style-type: none"> respond to questions, demonstrating control of enough language features to communicate ideas. <p>Language features include – grammatical, lexical and phonological features relevant to content and context.</p> <p>Grammatical features include:</p> <ul style="list-style-type: none"> verb forms e.g. past, present and future forms modals e.g. <i>can, could, might</i> <p>Lexical features may include but are not limited to:</p> <ul style="list-style-type: none"> correct word choice e.g. <i>study / studying</i> 	<ul style="list-style-type: none"> give developed responses by expanding on statements with supporting details e.g. <i>Last year I took music for the first time. It was quite hard. I had a lot of new things to learn, such as reading music.</i> give responses which show good control of a wide range of appropriate language features to communicate ideas effectively (see above) 	<ul style="list-style-type: none"> give developed extended responses by linking and explaining additional details e.g. <i>Last year I took music for the first time. It was quite hard though. I had a lot of new things to learn, such as reading music. I think it's quite difficult for anyone to take up music at this stage but I seem to be doing well.</i>

<ul style="list-style-type: none"> ○ grammatical form e.g. <i>I am studying ...</i> ○ formal register e.g. using polite language <p>Phonological features include:</p> <ul style="list-style-type: none"> ○ correct pronunciation so that you can be easily understood ○ correct intonation, stress and rhythm to convey meaning ○ speaking at the right speed (not too fast and not too slow) ○ making sure you can be heard (not too quiet). 	<p>for examples of language features).</p>	
<p>To Achieve</p>	<p>To achieve with Merit</p>	<p>To achieve with Excellence</p>
<p>There may be incorrect language features and mistakes that you can self-correct in your presentation, but the meaning is clear.</p>	<p>The meaning of your spoken text is presented with some mistakes that you can self-correct.</p>	<p>The meaning of your spoken text is presented with only a few mistakes that you can self-correct.</p>

Complete this Job application form.
You will need to give it to your interviewer before your interview.

Application for Employment

Personal Information

Name:

Address:

Mobile number:

Email:

Position

Position you are applying for:

Available start date:

Education

School name:

Years attended: Highest qualification:

Employment History

List any work experience below (include dates):

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