Title	**Participate in a formal interview in an applied context in English language**
Level	3	**Credits**	5

Purpose	People credited with this unit standard are able to participate in a formal interview in an applied context in English language. This unit standard is for learners for whom English is an additional language. It is intended for learners with increasing independence in English.

Classification	Languages > English Language

Available grade	Achieved

Guidance Information

1   This unit standard may contribute to the New Zealand Certificate in English Language (Applied) (Level 3) [Ref: 3667].

2   It is recommended that:
     i   the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the learner;
     ii   assessment be conducted in conjunction with assessment against other English Language unit standards at this level.

3   This unit standard is at a level informed by the Common European Framework of Reference (CEFR). A structured overview of all CEFR related scales can be found at https://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales.

4   The requirements of this standard are consistent with the *supporting documents*. They include guidelines relating to appropriate texts, task specifications, and assessment conditions and can be found at https://www2.nzqa.govt.nz/qualifications-and-standards/english-language/.

5   All assessment activities must be conducted in English, which must not be the learner's first language.

6   Interviewer's questions and learner's responses must be tailored to fit within the time frame. Learners may not see the exact questions prior to the interview.

7   Learner responses may include minor phonological and linguistic errors or inconsistencies, but these must not impede meaning.

8   For quality assurance purposes, including moderation, assessment against this standard must be recorded both aurally and visually. Recordings must ensure the learner is clearly visible. Recorded work must not be edited. Guidelines for digital visual submissions can be found in *Preparing digital visual submissions for moderation,* accessed at https://www2.nzqa.govt.nz.

9   Guidelines for preparing submissions for moderation can be found at https://www2.nzqa.govt.nz/tertiary/assessment-and-moderation-of-standards/external-moderation-application/.

10   Definitions
     Applied context refers to putting language into practical use in a particular field e.g. academic, community and workplace.
     Common courtesies refer to interactions and behaviour that are respectful of others.
     Conventions, for the purposes of this standard*,* refer to verbal and non-verbal strategies such as greeting, formal address, leave-taking, appropriate eye contact; and behaviour and register appropriate to the formal context.
     Developed extended responses refer to the linking and explaining of additional details.
     Errors refer to the systematic use of incorrect language features.
     Fluency refers to a smooth flow of language with few unnatural pauses.
     Inconsistencies refer to variable control in language features, where the learner can self-correct if necessary.
     Spontaneity refers to responses that are natural and unrehearsed.

Outcomes and performance criteria

Outcome 1

Participate in a formal interview in an applied context in English language.

Range   may include job interview, course interview, career advice;
         at least four minutes in duration.

Performance criteria

1.1   Conventions of a formal interview are used in a manner appropriate to the context and participants.

       Range   opening and closing, common courtesies, body language, register.

1.2   Developed extended responses are given.

1.3   A wide range of appropriate language features is used effectively to communicate ideas effectively.

Range   grammatical, lexical, and phonological features relevant to content and context;
grammatical features may include a range of verb forms, modality, discourse markers, cohesive devices;
lexical features may include specialist and/or academic vocabulary, correct word choice, collocation;
phonological features may include pronunciation, intonation, stress, pace, audibility, rhythm.

1.4   Interactive strategies appropriate to a formal interview are used.

Range   may include clarifying, checking, asking for repetition, non-verbal strategies.

1.5   Spoken text is coherent with a degree of fluency and spontaneity.

Planned review date	31 December 2029

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	31 December 2026
Review	2	29 August 2024	N/A

Consent and Moderation Requirements (CMR) reference	0226

This CMR can be accessed at https://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact NZQA National Qualifications Services at nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.