

Title	Participate in a formal interview in an applied context (EL)		
Level	3	Credits	5

Purpose	<p>This unit standard is for people for whom English is an additional language.</p> <p>People credited with this unit standard are able to participate in a formal interview in an applied context (EL).</p>
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Classification	Languages > English Language
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Available grade	Achieved
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Prerequisites	Unit 31022, <i>Participate in a formal interview (EL)</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 *English Language (EL)* refers to the acquisition of English as an additional language.
- 2 This unit standard is at a level comparable to the Common European Framework of Reference (CEFR) low B2. It is intended for learners with increasing independence in English. A structured overview of all CEFR related scales can be found at <http://www.coe.int/en/web/portfolio/overview-of-cefr-related-scales>.
- 3 This unit standard may contribute to the New Zealand Certificate in English Language (Applied) (Level 3) [Ref: 3667]. Assessment of outcomes must clearly reflect the context (employment or academic) being studied. The requirements of this standard are consistent with the *NZCEL Guiding Document*. This document includes guidelines relating to appropriate texts, task specifications and assessment conditions and can be found at <http://www.nzqa.govt.nz>.
- 4 All assessment activities must be conducted in English, which must not be the candidate's first language.
- 5 It is recommended that:
 - i the outcomes are assessed as part of an integrated unit of work, relevant to the learning context of the candidate;
 - ii assessment be conducted in conjunction with assessment against other English Language unit standards at this level.
- 6 Interviewer's questions and candidate's responses must be tailored to fit within the time frame. Candidates may not see the exact questions prior to the interview.

- 7 For the purposes of moderation, the assessment must be recorded audio-visually. Recorded work must not be edited. Guidelines for digital visual submissions can be found in *Preparing digital visual submissions for moderation*, accessed at: <http://www.nzqa.govt.nz>.
- 8 Assessment support material for *English Language* unit standards can be found at www.nzqa.govt.nz.
- 9 Definitions
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 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 candidate 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 (EL).

Range may include but is not limited to – job interview, course interview, career advice; minimum of five minutes in duration.

Performance criteria

1.1 Conventions of a formal interview are used in a manner appropriate to 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. Language features may contain minor phonological or linguistic inconsistencies, but these do not obscure meaning.

Range grammatical, lexical and phonological features relevant to content and context;
 grammatical features may include but are not limited to – a range of verb forms, modality, discourse markers, cohesive devices;
 lexical features may include but are not limited to – specialist and/or academic vocabulary, correct word choice, collocation;
 phonological features may include but are not limited to – pronunciation, intonation, stress, pace, audibility, rhythm.

- 1.4 Responses include use of interactive strategies appropriate to a formal interview. They may contain minor phonological or linguistic errors and inaccuracies, but these do not obscure meaning.

Range may include but are not limited to – 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 2023
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	N/A

Consent and Moderation Requirements (CMR) reference	0226
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

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