

<b>Title</b>	<b>Participate in a formal interview in an employment context (EL)</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>5</b>

<b>Purpose</b>	<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 employment context (EL).</p>
----------------	---

<b>Classification</b>	Languages > English Language
-----------------------	------------------------------

<b>Available grade</b>	Achieved
------------------------	----------

<b>Prerequisites</b>	Unit 31021, <i>Participate in a formal interview in an applied context (EL)</i> , or demonstrate equivalent knowledge and skills.
----------------------	---

---

### 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) mid B2. It is intended for learners with 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 (Employment) (Level 4) [Ref: 3668]. 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 The interview may be simulated or an authentic situation. 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](http://www.nzqa.govt.nz).
- 9 Definitions
- Assertive strategies* refer to expressing ideas and needs in an open and direct way that is respectful of others e.g. offering opinions and suggestions, disagreeing respectfully.
- Conventions*, for the purposes of this unit standard, refer to verbal and non-verbal strategies such as greeting, form of address, leave taking, appropriate eye contact; and behaviour and register appropriate to the formal context.
- 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.
- Well-developed extended responses* refer to the linking and explaining of additional details.

---

## Outcomes and performance criteria

### Outcome 1

Participate in a formal interview in an employment context (EL).

Range may include but is not limited to – job interview, promotional interview, performance appraisal; a minimum of eight minutes in duration.

### Performance criteria

- 1.1 Formal interview conventions are used in a manner appropriate to the purpose, participants and specified employment context.
- 1.2 Responses are well-developed and extended with relevant details and examples.
- 1.3 A wide range of appropriate language features is used with good control to communicate effectively.

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 technical vocabulary, formal register, appropriate word choice, collocations;  
 phonological features may include but are not limited to – pronunciation, intonation, stress, pace, audibility, rhythm;  
 spoken text may contain inconsistencies, but these seldom impede communication.

1.4 Responses include a range of interactive and assertive strategies appropriate to a formal interview.

Range may include but is not limited to – clarifying, confirming, asking for repetition, asking questions, giving or responding to feedback, non-verbal strategies, exemplifying, negotiation, persuasive language.

1.5 Spoken text is coherent with significant evidence of fluency and spontaneity and delivered at a normal pace.

<b>Planned review date</b>	31 December 2023
----------------------------	------------------

#### Status information and last date for assessment for superseded versions

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

<b>Consent and Moderation Requirements (CMR) reference</b>	0226
--	------

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](mailto:nqs@nzqa.govt.nz) if you wish to suggest changes to the content of this unit standard.