

Audio Visual Notes for the Leaving Certificate Vocational Programme



LCVP

www.slss.ie and click on LCVP Link



Conducting an LCVP Recorded Interview/Presentation

Introduction

The Recorded Interview/Presentation is an ideal opportunity to prepare students for the world of work or further education whilst being an innovative form of the LCVP assessment. Students must communicate their LCVP activities, experiences and skills gained throughout the two years. This Recorded Interview/Presentation may be submitted as an optional item in the Portfolio. The duration must be a minimum of three minutes and a maximum of five minutes.

NOTE: An LCVP Recorded Interview/Presentation **must** relate to one or more of the specific learning outcomes of the link modules.

*Prior to Recording the final Portfolio Item it is important to be aware of and to consider the following. The teacher/student needs to be familiar with the operation of the camera prior to the recorded interview. At the beginning of each recorded interview, check the lighting, framing and other visual elements. **The more contact you have with the equipment the more your technique will improve.***

Use
PAUSE
during
recording
rather than
the **STOP**
Button.

Familiarise yourself with the recording equipment:

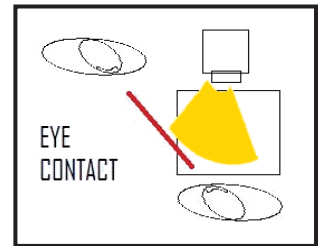
- **Buttons:** On/Off/Pause/Record/Play. In most camcorders it will take a few seconds for your camcorder to start recording after you press the record button. Therefore you must give yourself a second or two after you start recording to ensure the entire recording of your student. Likewise, give yourself a few seconds after an event ends before you stop recording. **Begin when the student is already seated and advise the student to remain seated until you have paused the recording.**
- **The Tripod** is necessary for stability, ensure to set at eye level, secured and make adjustments as required. When considering a tripod try to purchase a quality model. Oftentimes the very inexpensive tripods are not sturdy or durable. A tripod can also be useful if the camcorder is required for other school functions.
- **Focus/ Zoom:** most cameras have an automatic focus, but become familiar with its adjustment system, when you shoot a video you want to limit the amount of time you zoom in and out. For the purpose of an LCVP Interview/presentation set the zoom for an average height student, framing him/her carefully.
- **Camera Settings**
- **Framing:** The student should be slightly to one side of the centre of the shot
- **Sound:** use an External Microphone if possible. The quality from built-in camcorder microphones can vary considerably in recording audio and become a problem depending on where you are recording. You should consider plugging one into your camcorder. Also wireless microphones have reduced in price. A lavalier microphone is a small microphone that will clip onto your subjects clothing and can make your audio sound much better.



Supporting our LCVP Teachers

Physical Setup

- Select a quiet location if possible and ensure the school bell is switched off
- A room with carpet and soft furnishing will absorb sound
- A Tripod is required to ensure that the camera is stable and adjust at eye level
- If possible use an external microphone to ensure quality sound recording
- Ensure a neutral **plain** background and that the colour does not clash with the student's uniform: if the student's uniform is blue then the background should not be blue. Never have a window or a bright light behind the student.
- Have a clean uncluttered table with a rigid backed chair ensuring the student maintains appropriate posture
- If a student is wearing glasses, you may just have to move the camera slightly to avoid a glare
- The student should face the camera and sit diagonally opposite the interviewer, who will sit next to the camera (as shown in the above diagram). You should see the student's body from the chest up to the head. Leave some space above the head in the shot. The student, interview and Camera should all be at the same eye level. The student looks at the interviewer whilst speaking.
- The chair should be approximately ½ meter from the backing wall and the camera should be approximately 1m in front of where the student will be sitting
- The student examination number must be visible at all times, on the table, the backing wall or edited onto the DVD. Student may commence by stating examination number.



Note: ensure fifth year students receive an opportunity to practice communicating in front of the camera.

Transition year may be an ideal opportunity to work on Audio Visual skills.

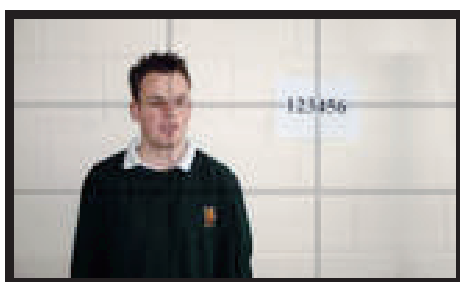
Supporting our LCVP Teachers

LCVP



Rule of Thirds

The 'Rule of Thirds' is one of the most well known principle of photographic composition. It is one of the first things you must learn about and ensures a balanced and interesting photograph. The rule of thirds is to break down an image down into thirds, both horizontally and vertically so that you have nine parts. This will identify the points of interest as demonstrated below and is an excellent method to frame your shot for the LCVP recorded Interview.



Recording the LCVP Interview/Presentation

General Preparation

When presenting it is important to take the following into consideration:

- **Eyes:** ensure eye contact with the interviewer at all times
- **Voice:** Speak slowly and clearly
- **Expression:** Use gestures, e.g. hand and face gestures
- **Appearance:** look assured and relaxed with a smart uniform
- **Stance and posture:** Sit comfortably whilst appearing confident

*Success is seldom
a matter of
accident but the
result of careful
forward planning.*

LCVP Recorded Interview Questions

The following should be taken into consideration:

- Open ended questions relevant to student's LCVP experience
- Questions that encourage student's informed opinions expressed in a logical manner
- Questions that should lead into areas that shows Student's strengths, skills and experiences

Can you see the students' exam number clearly at all times?
Can student be seen and heard?

Timing

- Only start recording when student is sitting down and comfortable
- A minimum of **three** minutes and a maximum of **five** minutes.
- Student will commence by stating their Leaving Certificate Examination number, which should be displayed throughout the interview.

Note: This LCVP activity should take place in Year 2 of the Programme; ensuring students communicate all activities, experiences and

Log on to www.slss.ie and click on the LCVP Link

Supporting our LCVP Teachers

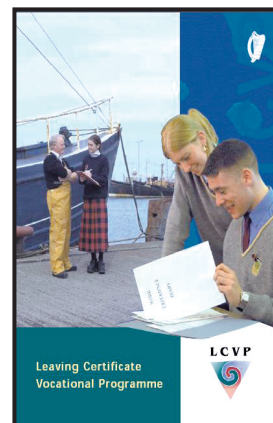
Syllabus/NCCA Guidelines/Marking Schemes

Remember the Recorded Interview/Presentation is an optional item in the LCVP Portfolio where you can submit a video recording of you being interviewed or making a presentation. The Recorded Interview/Presentation must be related to one or more of the Specific Learning Outcomes of the link modules.

Assessment Criteria - Syllabus

The recorded interview/presentation will assess the students' ability to:

- Communicate effectively in appropriate depth and detail
- Express informed opinion
- Support answers to questions with relevant examples
- Engage positively with the interviewer/audience
- Use appropriate body language



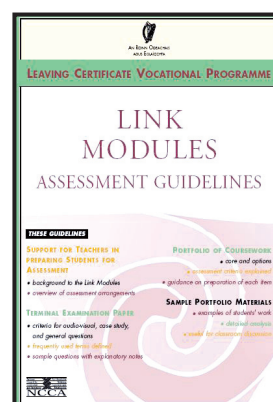
Sample Interview – NCCA Guidelines

Introduction

'Good afternoon. In the next few minutes I'm going to ask you some questions about yourself, about what you are studying at school and what you plan to do in the future. I'm also going to ask you to tell me about the LCVP, the activities you and your class organised as part of the programme and what you feel you learned from them.'

Questions

1. Tell me a little about yourself.
2. What subjects are you taking for your Leaving Certificate?
3. What do you hope to do when you leave school?
4. That's an interesting career, why did you choose it?
5. You mentioned that you were following the LCVP. Why did you decide to take This programme?
6. You and your class organised a number of activities as part of the Link Modules. Tell me about one of them.
7. What part of this activity challenged you most?
8. What advice would you give to someone in your school thinking of taking LCVP?



Conclusion

'Thank you for.....'

Supporting our LCVP Teachers



Sample answers

Preparing answers

Ensure a logical sequence, whilst expressing informed opinions and skills acquired as part of LCVP.

*The following are some **suggestions** from teachers that may help in preparing students to answer interview question. (These suggestions are not exhaustive and maybe useful prompts.)*

- 1) Tell me a bit about yourself...
Name, age, family, school, Leaving Certificate including Link Modules
- 2) What are you hoping to do after you finish your Leaving Certificate?
College course, points required, subjects required, alternative pathway, career investigation, interview person/job shadow in that career.
- 3) You are doing the Leaving Certificate Vocational Programme, as part of the programme you did some work experience, can you tell me about that.
Where you did it? What duties you carried out? How you planned for it? Whether you will follow a career in that area, and if so what the work experience taught you about the job, If not why? Has the work experience taught you something that puts you off that career path?
- 4) You were involved in an enterprise or action project can you tell me about that:
Planning the team, the product, the research, the challenges, the final outcome, skills learnt, finance, qualities acquired.
- 5) You visited an enterprise, can you tell me about the visit
*Company, products, entrepreneur, management set up, the production processes if it's a manufacturing, research and development, marketing, markets, in particular the EU, possible jobs/careers/referees/future contacts
Can you see yourself working in this organisation?*
- 6) Can you tell me what you gained from the Leaving Certificate Vocational Programme?
*Activities: interviews, visits etc
Skills: teamwork skills, communication skills, research skills, interpersonal skills, organisational skills, technology skills,
Assessment: points for Leaving Certificate and Portfolio 60%, timing of written paper etc*
- 7) Finally what advice would you give to a student participating in the LCVP?
Personal experience.....



Log on to www.slss.ie and click on the LCVP Link

Supporting our LCVP Teachers



The NCCA guidelines

The following is recommended when preparing for a Recorded Interview/Presentation

The student interviewee/ presenter should	The interviewer/s should
• Dress neatly and appropriately • Adopt an open, relaxed posture • Make eye contact with interviewer/audience • Listen carefully and affirm questions with appropriate body language • Speak clearly and confidently using normal conversational voice • Express ideas/opinions/points in a logical sequence • Take care not to drop voice at the end of sentences • Avoid reading from notes for from visual aids • Avoid distracting mannerisms, jargon, slang • Explain technical terms which may be unfamiliar to interviewer/audience • Use hand gestures where appropriate • Use action words and phrases when describing events (e.g. I planned... we evaluated...) • Make reference to skills gained through Link Module activities	• Be familiar with the aims and expected outcomes of the Link Modules • Plan key questions to provide structure and direction to the interview • Avoid complex or ambiguous questions (e.g. 'what subjects are you studying at school, why did you choose them and which is your favourite') • Articulate questions clearly • Adapt questions to the level of student's abilities • Use open questions (e.g. 'Tell me about...', 'Why do you think...?') • Encourage students to give examples and express their opinions • Give students time to think after they are questioned • Follow up on students' responses • Avoid dominating the interview

NOTE: A documentary style video recording in which you act as a narrator is not recommended, as it is unlikely to satisfy the assessment.

Remember this is an LCVP Recorded Interview/Presentation must relate to Link Modules activities and demonstrate what the student has learned.

Log on to www.slss.ie and click on the LCVP Link

Supporting our LCVP Teachers



Marking Scheme

NOTE: Marking schemes may change.

	Maximum Mark
Recorded Interview/Presentation	
Presentation (neat in the context of the interview/presentation).....	0-4
Variety of tone, gesture, diction, eye contact.....	0-4
Ability to communicate message clearly, engage audience, elaborate on points/questions, logical sequence of thought.....	0-36
Pass (18-23) – basis communication skills	
Merit (24-27) – ability to express ideas and opinions clearly and knowledge of topic	
Distinction (28-36) – knowledge and ability to communicate ideas and own opinions clearly and in logical sequence.	
Information (content).....	0-6
Sub-total.....	50

NOTE: Ensure to read and follow guidelines from the State Exams Commissions each year.

Additional Suggestions based on the Marking Scheme

Presentation (neat in the context of the interview/presentation) **0 – 4 marks**

Students should get 4 out of 4 marks here but they do not – why?

- Untidy, poorly groomed, no attention to Tie and Uniform, sleeves rolled up, runners etc
- Lost marks for woolly scarf around neck; dangly earrings; scruffy hair; tie hanging
- General presentation of interview area

Variety of tone, gesture, diction, eye contact **0 – 4 marks**

- Eye contact is very important
- Clarity of diction and variety of tone – candidate must be heard and understood
- Can use hand gestures

Ability to communicate message clearly **0 - 36 marks**

Pass – 18-23 marks

Basic communication skills

Merit – 24-27 marks

Ability to express ideas and opinions clearly and to show knowledge of topic

Distinction – 28-36 marks

Knowledge and ability to communicate ideas and own opinions clearly and in logical sequence

Information (Content) **0 - 6 marks**

Ensure content is related to LCVP Syllabus and activities.

Restrictions – the content of a Career Investigation, Summary Report or any other optional item submitted as part of your Portfolio may not be the principal topic of your recorded interview or presentation. A general rule – an activity already submitted in your Portfolio should not be more than **25%** of the recorded interview.

Log on to www.slss.ie and click on the LCVP Link

Supporting our LCVP Teachers



Presenting DVD for Assessment

1. The DVD and Audio Sequence sheet must be completed and returned with the disk.
2. Record school Roll Number and ensure the sequence sheet with Candidates name and exam number are in the same sequence as the recording on the disk. **If a student is not participating in LCVP, please indicate on sequence sheet.**
3. The student should state their exam number at the beginning of interview and the number must be clearly displayed during the interview.
4. Use new disks and ensure to record as many candidates as possible on each disk.
5. Each disk should be numbered and labelled with school roll number and school name, along with relevant sequence sheet.
6. Ensure to return disks in protective sleeves/cases and that they are properly secured.
7. Before submitting the disk check that each interview/presentation has been clearly recorded and that documentation is complete and accurate.
8. Each school is requested to retain a backup disk and ensure it is readily obtainable during the month of June.
9. Photocopy the sequence sheet, give a copy to each student and instruct them to submit this copied sheet with their portfolio with their exam number highlighted.
10. Return **two** copies of **each disk** for assessment to the State Examinations Commission.

Technical Guide for Audio-Video in LCVP

If you've never shot video on a camcorder shooting your first video can be a little intimidating. There are literally thousands of different camcorders on the market today. Before you can decide what camcorder you want to buy you need to first understand what camcorder options are available.

Do you want an **analog camcorder**? (Analog camcorders are generally known by what format they record in. Analog camcorders include VHS, S-VHS, VHS-C, 8mm, and Hi8) or a **digital one**? (Digital camcorders typically have a much higher resolution and video quality than their analog camcorder counterparts, and can be easily connected to a computer for video editing. Digital camcorders include Digital 8, Mini-DV, DVD, DVC Pro, and Hard Drive camcorders)

An analog VHS-C camcorder can give you the flexibility of playing your tape back in your VCR. A digital mini-DVD camcorder can give you the same ability, but with a higher resolution and the option to edit your video on your computer.

You may have different requirements if the camcorder will also be used for other school activities such as sports events or ceremonies. Whither you are confident using new technology and enjoy experimenting with such equipment or perhaps you aspire to be an amateur Spielberg. What you plan on using your camcorder for can make a dramatic difference in what type of camcorder you should purchase. If you plan on shooting a lot of your sports you will want a camcorder with a sports mode. Likewise, if you're going to shoot a lot of concert recitals you will want a good night vision or low light mode for when you are in a dimly lit theatre.

Log on to www.slss.ie and click on the LCVP Link

Supporting our LCVP Teachers



For the purpose of the Recorded interview in LCVP there are three key considerations: what is does it cost? Is it easy to use/are there fancy functions? What format is it?

Cost - You will, obviously, be constrained by budget available to you but it is advisable to shop around as the prices for the same camera can vary considerably. The difference between different camcorder models can range from €50 to a few hundred. In some cases the price difference can just be for a better resolution still camera, in others it can be a lot of better features for not a great deal of additional money.

Functions - You may want to purchase a camcorder that you can use right out of the box or one with lots of features? If you don't plan on using the extra features buying a camcorder that is loaded with them can make learning how to use your camcorder pretty difficult. With some camcorders you can change your aperture (Aperture is the lens opening on your camcorder that allows light to be exposed. In high-end digital camcorders you can set your own aperture manually allowing for more control over your image quality), or use a manual focus (A manual focus will allow the camcorders user to control the focus of the lens). You have to consider what you would like to do and purchase a camcorder with those features.

Format - Most camcorders use the MiniDV and DVD formats, but models that capture to small onboard hard drives are becoming more common; others write to flash memory, MiniDV models still capture the best-quality video. Hard-drive models camcorders' main advantage is that they give you near-instant access to any footage on the drive rather than having to fast-forward or fast-reverse to find the scene you want, as with a tape-based camcorder, you can go to a scene by clicking on a thumbnail in the camcorder. But once the drive is full, you must stop shooting until you can offload the footage (with a MiniDV- or DVD-based model, you can just pop in another tape or disc). Also, like DVD camcorders, hard-drive models capture in MPEG format, which requires much more computing horsepower to edit; in addition, not all editing applications will accept MPEG footage.

Options:

Recordable DVD - Camcorders that record straight onto recordable DVDs, the can be played on standard DVD players but editing can be difficult and discs aren't widely available. You have to finalise the disc in the camcorder before you can play it back on a DVD player, a process that takes from 30 seconds to 10 minutes. You can, however, play back the video immediately in the camcorder: You don't have to rewind like you do with camcorders that use videotape.

Supporting our LCVP Teachers



MiniDV - Camcorders that record to the business-card-sized MiniDV tape cassettes are widely available and tapes are pretty cheap, however, the video has to be transferred onto a computer and then onto a DVD. The MiniDV tapes take time and are awkward to download the video to a computer whereas the more modern Hard-disc is much faster. For the purposes of the LCVP Examination a DVD is still required. Also, quickly watching the video you've recorded can be bothersome: You have to rewind the tape, find the footage, then watch it and fast-forward the tape to a blank point before you can start recording again. If you don't do all this properly, you risk accidentally recording over your video.

MicroMV - this format was developed by Sony and uses tapes that are about 70 percent smaller than MiniDV cassettes. This makes for smaller camcorders but this format seems to be less and less popular.

Memory Cards and Micro drives – These camcorders records the film directly onto hard-disk memory which makes it extremely easy to transfer the video to the PC. The video quality is often less than that of the MiniDV tape.

Analogue Tapes (Hi-8, 8mm, VHS-C) – These are the older type, completely overtaken by Digital Camcorders, however, they have relatively poor image quality and it is not straightforward to transfer on to DVD.

Additional Notes

Video Editing - Most camcorders don't include video editing software or a DV cord. For video, what you're looking for is a "fire wire" cable and you need to make sure your computer has a connection for the fire wire cable. If it does, then you can purchase a fire wire cable from most electronics retailers. You should endeavour to record (and re-record) as far as possible in order to avoid having to edit a film. There is a wide selection of software available and the 'lite' versions for more sophisticated editing software would be sufficient in this instance.

High Definition - Nearly all camcorder manufacturers now offer models that record in high definition; however, while these models capture gorgeous footage, using high-def comes with serious limitations. The camcorders themselves are significantly more expensive than standard-resolution camcorders, and not all video editing software will let you edit HD footage. And even if your editing application does handle HD, you likely won't be able to output your video to an easily viewable high-definition format--often, these editing applications let you burn only a standard-definition disc. **You do not require you DVD in High Definition.**

This year, camcorders with built-in DVD recorders will outsell tape-based, MiniDV models. DVD camcorders are typically a little larger than MiniDV camcorders, and several video editing applications will now allow you to import or edit video recorded with a DVD camcorder. But the advantage, of course, is that you can pop the disc out of the camcorder and into a DVD set-top player.

Supporting our LCVP Teachers



Contact Details

Caroline McHale
LCVP National Coordinator
E-mail: carolinemchale@slss.ie
Mobile: 087 959 8538

LCVP Administrative Officer
Esther Herlihy
Navan Education Centre
Athlumney
Navan
Co. Meath

Tel: 046 907 8382
Fax: 046 907 8385

E-mail: lcvp@slss.ie
Website: www.slss.ie and click on LCVP



Log on to www.slss.ie and click on the LCVP Link