EVENT / SERVICE

EVENT/SERVICE TASK REPORT - *SAMPLE LAYOUT*

PROCESS >>>
EVENT / SERVICE

A. Cover
Name of Task

B.
Contents

C. Optional
Introduction

D. (Teamwork ≥ 2)
Group Aims — 10% → **My Aims**

E. Evidence of Planning
My Action Plan

*Include **when** and **how** it is to be carried out. Business plan **or** action plan (time plan) with projections.*

20%

F. Evidence of Research
LIST **My Research**

*List **where** and **how** the information is accessed.*
*Evidence of background research (primary/desk), sources of information **credited,** identifying target group, skill assessment, (own & group if applicable), resource assessment, market research, alternatives considered, information gathering techniques used, (letters, questionnaire [blank], etc).*

G. How Task Went (maybe video it/photo it)
How I Carried Out My Task — 20%

*Description of activity **(service/event),** description of own/group/outside agency involvement/role, resources used (people, equipment, finance, etc), problems encountered if any, adaptation of plans if required, quality control measures, implementation of Health & Safety practices, evidence of involvement in the task (photographs, video extracts, completed questionnaires, responses to letters sent, etc)*

H. My Conclusions v My Aims
Presentation & Analysis of Findings — 10%

*Summary of findings about Event/Service. Were all aims achieved and outcomes explained. Methods used to measure outcomes/success, analysis and evaluation of the process leading to **own** conclusions which* **must relate back to the original aims).** *Strengths, weaknesses, suggestions for improvements to the task.*

I.
Self-Evaluation — 10%

*Evaluation of **own role,** knowledge of self (skills/ attitudes developed, difficulties encountered and lessons learned about self for the future).*
2 distinct points learned and explained about personal development having completed the task.

J.
Cross-Curricular Applications & Integration — 10%

Extent, quality and relevance of cross-curricular applications, coherence of integration. (VPG / English and Communciation / one other eg. IT, Art, etc) For Vocational Education it must include: 1) IT 2) Maths.
(4 marks + 3 marks + 3 marks - quality and relevance assessed)

CREATIVITY - ORIGINALITY - INNOVATION - demonstrated in the selection and organisation of the task. Evidence of primary research, candidates **own** work, evidence of original input, selective use of transcription, graphics, etc, sources credited. Resourcefulness — 10%

PRESENTATION / COMMUNICATION → NEAT, READABLE, INTERVIEW → +/- 20% — 8%

WRITTEN: format, layout, neatness, legibility, clarity/ organisation, use, appropriateness and quality of illustrative material, table of contents, etc
ORAL: command of material, ability to convey ideas, clarity, fluency and coherence, etc
(Maximum of 8 points awarded prior to interview)

Please Note: *This sample layout is NOT intended to be prescriptive. It is a suggested layout to be used at the teacher's own professional discretion. Any indication of marks is based on past exam papers and is not indicative of future marking schemes as these are determined by the State Exams Commission (SEC) each year. All feedback welcome @ lca@oide.ie*

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