SERVICE INVESTIGATION

SERVICE INVESTIGATION TASK REPORT - *SAMPLE LAYOUT*

PROCESS >>>
SERVICE INVESTIGATION

A. Cover
Name of Task

B.
Contents

C. Optional
Introduction

D. (Teamwork ≥ 2)
Group Aims

Clear and relevant

10%

My Aims

Clear and relevant

E. Evidence of Planning
My Action Plan

*Include **when** and **how** it is to be carried out. Action plan setting time scales, sequencing checklists of resources, etc. Alternative solutions, techniques, evaluation, etc.*

20%

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

*List **where** and **how** the information is accessed.*
*Evidence of research (primary/desk), information gathering techniques used, (letters, interview questions, questionnaire [blank]), sources of information **credited.***

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

20%

Description of all activities undertaken with evidence to support.
Description of methodology used - techniques and procedures employed including copies of completed questionnaires, photos, interviews, maps, models, etc.
Use and organisation of information, accuracy and relevance of information, etc.

Sample of One Day (Date)
- What I did
- Went Well
- Problems
- Solutions

H. My Conclusions v My Aims
Presentation & Analysis of Findings

10%

Summary of findings about Investifation.
Were all aims achieved and outcomes explained.
*Interpretation, analysis and evaluation of findings/outcomes of the investigation leading to **own** conclusions with reference to the stated aims. Knowledge and understanding of concepts involved.*
(Must refer own conclusions back to the original aims).

I.
Self-Evaluation

10%

*Evaluation of **own role,** knowledge of self (skills/attitudes developed, difficulties encountered 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%

For Vocational Education it must include:
1) IT 2) Maths.

CREATIVITY - ORIGINALITY - INNOVATION - Candidates own work, written in own words, evidence of original input by way of primary research, selective use of transcriptions/published materials, graphics, etc (sources must be credited). Aesthetic considerations - presentation, illustrations, etc

10%

PRESENTATION → **NEAT**
COMMUNICATION → **READABLE**
INTERVIEW → **+/- 20%**

8%

Written: format, layout, neatness, legibility, clarity/organisation, use, appropriateness and quality of illustrative material, table of contents, etc AND 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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