



# **New Era Academy Syllabus 2023- 2026**

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**Communications Exams  
Interview Technique Syllabus Extract**

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# COMMUNICATION EXAMS

## Interview Technique

### General Objectives

This Interview Technique Syllabus seeks to offer Learners the opportunity to:

- Prepare for and take part in a formal interview
- Increase self-confidence
- Develop good listening skills
- Develop clear speech
- Develop clarity of thought
- Share their ideas and experiences with ease and clarity
- Understand the importance of self-presentation
- Engage, interest, persuade and inform their interviewer
- Receive constructive and encouraging feedback

## Interview Technique: Entry Level

### Preparatory Grade (10 Minutes)

**Marks Awarded****Learners should:**

- |   |    |
|---|----|
| 1. Enter the examination and introduce themselves to the interviewer. | 20 |
| 2. Discuss with the interviewer:                                      | 80 |
| • An interesting place that you have visited                          |    |

**Total Marks Awarded 100**

### Introductory Grade (10 Minutes)

**Marks Awarded****Learners should:**

- |   |    |
|---|----|
| 1. Enter the examination and introduce themselves to the interviewer. | 20 |
| 2. Discuss with the interviewer:                                      | 80 |
| • Their favourite subject or sport and why                            |    |

**Total Marks Awarded 100**

### Preliminary Grade (10 Minutes)

**Marks Awarded****Learners should:**

- |  |    |
|--|----|
| 1. Complete a simple form which can be downloaded from the NEA website/hub to bring into the examination room. (If necessary, the Teacher may assist the Learner in filling out this form) | 20 |
| 2. Discuss with the Examiner:  | 80 |
| • The details of the form  |    |
| • Your favourite hobby   |    |

**Total Marks Awarded 100**

### Transition Grade (10 Minutes)

**Marks Awarded****Learners should:**

- |  |    |
|--|----|
| 1. Complete a simple form which can be downloaded from the NEA website/hub to bring into the examination room. (If necessary, the Teacher may assist the Learner in filling out this form) | 20 |
| 2. Discuss with the Examiner:  | 80 |
| • The details of the form  |    |
| • Your dreams and ambitions  |    |

**Total Marks Awarded 100**

## Interview Technique: Level 1 Foundation

### Grade 1 (10 Minutes)

**Marks Awarded****Learners should:**

- |   |    |
|---|----|
| 1. Compile a simple CV to bring to the interview            | 20 |
| 2. Discuss with the interviewer:                            | 80 |
| • The contents of the CV                                    |    |
| • An element of your CV of which you are particularly proud |    |
| • Introductions, handshakes, and eye contact                |    |

<b>Total Marks Awarded</b>	<b>100</b>
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### Grade 2 (10 Minutes)

**Marks Awarded****Learners should:**

- |  |    |
|--|----|
| 1. Compile a simple CV to bring to the interview which will be used as the basis for discussion. | 30 |
| 2. Discuss with the interviewer:   | 70 |
| • The contents of the CV   |    |
| • The importance of making a good first impression and how we make it                            |    |
| • An object of your own choice brought to the interview  |    |

<b>Total Marks Awarded</b>	<b>100</b>
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### Grade 3 - Foundation level (15 Minutes)

**Marks Awarded****Learners should:**

- |  |    |
|--|----|
| 1. Compile a simple CV to bring to the interview which will be used as the basis for discussion. | 30 |
| 2. Discuss with the interviewer:   | 70 |
| • The contents of the CV   |    |
| • The importance of personal presentation at an interview including:                             |    |
| - what to wear   |    |
| - personal confidence  |    |
| - body language  |    |
| • Extra-curricular activities and how they can build and develop life skills                     |    |

<b>Total Marks Awarded</b>	<b>100</b>
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## Interview Technique: Level 2 Intermediate

### Grade 4 (15 Minutes)

### Marks Awarded

**Learners should:**

- |  |    |
|--|----|
| 1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.   | 30 |
| 2. Sight read a short piece of non-fiction brought to the examination by the Learner:  | 35 |
| <ul style="list-style-type: none"> <li>• Discuss in their own words their views on the content and meaning of the passage</li> </ul>   |    |
| 3. Discuss with the interviewer:   | 35 |
| <ul style="list-style-type: none"> <li>• Awareness and use of social media platforms in the context of employment</li> <li>• All important aspects of preparation necessary before attending an interview</li> </ul> |    |

<b>Total Marks Awarded</b>	<b>100</b>
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### Grade 5 (15 Minutes)

### Marks Awarded

***The Bernard Price Certificate of Excellence is awarded annually to the Learner gaining the highest Distinction mark in this examination.***

**Learners should:**

- |   |    |
|---|----|
| 1. Compile a simple CV to bring to the interview which will be used as the basis for discussion.  | 30 |
| 2. Bring to the interview two copies of a letter or article (from a newspaper or magazine) related to the Learner's chosen career: (No longer than 1 minute)  | 35 |
| <ul style="list-style-type: none"> <li>• Read aloud the article</li> <li>• Discuss the article with the interviewer</li> </ul>  |    |
| 3. Discuss with the interviewer:  | 35 |
| <ul style="list-style-type: none"> <li>• The different types of interviews and the advantages/disadvantages of each. These may include: telephone interview; panel interview; assessment day; group interview; individual interview; multi-modal interview, remote interview.</li> <li>• The benefits of researching a company prior to the interview.</li> </ul> |    |

<b>Total Marks Awarded</b>	<b>100</b>
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## Interview Technique: Level 3 Advanced

### Grade 6 - Bronze Medal (20 Minutes)

**Marks Awarded**

**Learners should:**

- |  |    |
|--|----|
| 1. Submit their own full CV with their entry which will be used as the basis for discussion.   | 30 |
| 2. Give a short presentation on:<br>(Time limit 4 minutes)   | 35 |
| <ul style="list-style-type: none"> <li>• The contribution of one individual that the Learner admires in their chosen industry or profession</li> </ul>   |    |
| 3. Discuss with the interviewer:   | 35 |
| <ul style="list-style-type: none"> <li>• The contents of the CV</li> <li>• The key learning points they have taken from their research into the career path of the person they have spoken about in task 2</li> <li>• The importance of resilience and the ability to cope with challenges in the workplace</li> </ul> |    |

<b>Total Marks Awarded</b>	<b>100</b>
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### Grade 7 - Silver Medal (25 Minutes)

**Marks Awarded**

**Learners should:**

- |  |    |
|--|----|
| 1. Submit their own full CV with their entry which will be used as the basis for discussion.   | 30 |
| 2. Give a short presentation on:<br>(Time limit 4 minutes)   | 40 |
| <ul style="list-style-type: none"> <li>• The Learner's recent work experience highlighting what they have learnt and skills developed during the placement.</li> <li>OR</li> <li>• A charity or the cause they feel passionate about.</li> </ul>                 |    |
| 3. Discuss with the interviewer:   | 30 |
| <ul style="list-style-type: none"> <li>• The contents of the CV</li> <li>• Why it is important to do work experience</li> <li>• How to prepare vocally for an interview and make a presentation</li> <li>• Important points to remember pre-interview</li> </ul> |    |

<b>Total Marks Awarded</b>	<b>100</b>
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**Grade 8 - Gold Medal (30 Minutes)****Marks Awarded****Learners should:**

- |  |    |
|--|----|
| 1. Submit their own full CV with their entry which will be used as the basis for discussion.   | 30 |
| 2. Select a job from a particular company that interests the Learner and give a short presentation on why they are suitable for the position. (Time limit 5 minutes) | 40 |
| 3. Discuss with the interviewer:   | 30 |
| • The contents of the CV   |    |
| • Points arising from the presentation   |    |
| • The key challenges facing their chosen industry or profession in the next decade and how these challenges might be addressed                                       |    |
| • The importance of recruiting the right people to an organisation and measures an organisation could take to reward and retain employees                            |    |
| • In-depth knowledge of all types of interviews and what positions they might be used for  |    |
| • How to make a good impression and read the room  |    |

**Total Marks Awarded****100**



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