

# National **CAREER SKILLS** Competition

## Adult Entries – Competition 2019

### “Skills for Work – My Reflection”

#### COMPETITION OVERVIEW

Demonstrating evidence of your skills is critically important when it comes to activities such as job interviews and creating your CV. Gaining some real-life work experience and using what you learned to help you identify important “career” or “employability” skills is one of the most effective ways of building your skill-set. Even more important is being able to communicate what you learned. This competition is designed to help you identify the career skills that you developed during your work experience and communicate these effectively at an interview or on your CV.

To enter the competition, you are required to submit some parts of your existing QQI Work Experience module along with three Career Skills reports based on your experience and learning.

Excellent prizes will be awarded for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> places during the National Career Skills Award Ceremony held in the Department of Education, Dublin 1, in May 2019.

There are fantastic prizes available including and **Go Pro Camera** for the **winning student**. There will also be a **special prize** awarded to the winning 's Work Experience Tutor or Guidance Counsellor!

#### WHO IS ELIGIBLE?

This competition is available to Adult Learners through approved participating Colleges or Centres of Further Education in Ireland, who have undertaken a work placement and includes the following work experience modules:

- QQI Level 3
- QQI Level 4
- QQI Level 5
- QQI Level 6

Each student entry requires approval from a staff member assigned to the work placement programme for their entry to be accepted, and their details must be included as part of the submission.

Additional details on Career Skills can be found on [www.careersportal.ie](http://www.careersportal.ie) or [www.careerskills.ie](http://www.careerskills.ie)

## SUBMISSION DETAILS

The submission must be either a word-processed Document (printed or e-mailed) or a video blog (Vlog). All submissions must contain the details described in section 1 below. Document submissions must include sections 2 and 3, while Vlog submissions must follow the guidelines outlined in section 4.

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### Section 1. Entry Details: Document and Vlog Entries

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Entrant Details:

**Name**

**Email**

**Phone Number**

College Details:

**College/Centre Name**

**Address**

College Staff Member Details:

**Name /Title**

**Email**

**Phone Number**

College Programme:

**QQI Level 3, 4, 5 or 6**

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### Section 2. Work Placement Diary & Skills Statement

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In this section you are required to provide a **brief introduction** to the work placement that relates to the diary entries you submit.

Please provide:

**Company/Organisation Name**

**How many days**

**Brief description (short paragraph)**

**(6%)**

Next, we want you to submit **three diary entries** from your work placement for days in which you developed different career skills, for example – problem solving (day 2) initiative (day 5) and team membership (day 8). There is a list of the most common career skills at the end of this document, so choose any three from the list that you had the opportunity to develop. **(9%)**

Your **diary entries** will be the same entries you submit as part of your work experience module, with the addition of a *skills report* for the career skill you choose to focus on for that day. To help you write your skills report, we recommend you follow the [STAR method](#).

The **STAR method** provides an excellent approach to effectively communicate career skills.

- |                                    |   |
|------------------------------------|---|
| • What was the <b>SITUATION?</b>   | Situation – details: what, where, who, when, etc. |
| • What was your <b>TASK?</b>       | Task – the job you got done: goal/objective       |
| • What <b>ACTION</b> did you take? | Action – <b>SKILLS</b> you used                   |
| • What was the <b>RESULT?</b>      | Result – how it worked out                        |

Use the four headings (Situation, Task, Action, Result) to structure each of your three skills reports (one for each skill / day provided).

**Note:** A completed submission should contain **three diary days**, each accompanied by a skills report. **(30% or 10% per skills report)**

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### Section 3. Reflection and Future Planning

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In this section you should include those parts of your QQI work experience module that contain:

1. your reflections / evaluation on your work placement in the light of your career direction **(20%)**
2. your awareness of the further educational opportunities arising from completing your course **(10%)**
3. your awareness of the employment and career opportunities arising from your course. **(10%)**

**Note:** there will also be marks awarded for overall presentation and effort **(15%)**

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### Section 4. Vlog Entries

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Your Vlog submission should be no more than 3 minutes long, and contain information on the following:

- **Introduction** to your placement (Employer/Position or Role/How many days) **(6%)**
- **3 Career Skills** developed over **three days** using the STAR Technique (see section 2 above) **(39%)**
- **Reflections and Future Planning** including:
  - your reflections/evaluation on your work placement in light of your career direction **(20%)**
  - your awareness of further educational opportunities arising from completing your course **(10%)**
  - your awareness of the employment and career opportunities arising from your course **(10%)**

**Note:** Marks will be awarded for visual presentation and creativity! **(15%)**

## HOW TO SUBMIT

Once the document / video is completed it should be checked by the staff member assigned to your Work Experience to ensure all the relevant sections are included. Please also ensure all the appropriate information in section 1 (entry details) are included and accurate.

Your document can be submitted in a number of ways.

1. Email the completed document as an attachment to [careerskills@careersportal.ie](mailto:careerskills@careersportal.ie)  
*or*
2. Print your document and post it to the following address:

Adult Submissions  
National CareerSkills Competition  
7 Richview Park  
Clonskeagh  
Dublin 14

Completed **Vlog entries** should be uploaded to YouTube with a link provided in an email to [careerskills@careersportal.ie](mailto:careerskills@careersportal.ie) along with the details required in section 1.

Alternatively, the video file can be sent to us using Google drive, WeTransfer or any other online service that enables sending of such files.

**The closing date for the submission is Friday, 12<sup>th</sup> April 2019.**

The winners will be announced, and the award ceremony held in on the May 2019 in the Clock Tower in the Department of Education and Skills, Dublin 1.

# Career Skills - Definitions

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PEOPLE SKILLS	
Sensitivity to others	<i>Shows ability to maintain a deep interest in the concerns and feeling of others. Inclined to find ways to help people.</i>
Insight into others	<i>Shows an understanding of what makes people do what they do, and tolerance of the actions of others. Good at reading the moods of others.</i>
Openness to others	<i>Is open to, and communicates with people at all levels. Inclined to share personal experiences and trust people.</i>
Respect	<i>Shows consideration for the feelings, needs, thoughts, wishes and preferences of others (including other cultures and races).</i>
Speaking / Presenting	<i>Presents information clearly and confidently to other individuals or groups. Maintains good eye contact and keeps the attention of an audience or individual.</i>
Active listening	<i>Pays full attention to what other people are saying, takes time to understand the points being made, asks questions as needed, and does not interrupt inappropriately.</i>
Conversation	<i>Speaks clearly and listens attentively. Attends to other people, not to themselves. Seeks clarification where necessary and attends to body language appropriately.</i>
Persuasion	<i>Shows ability to influence peoples beliefs and actions. Shows ability to win people's co-operation and support for ideas or activities.</i>
Team membership	<i>Works easily with groups of people and shows loyalty and commitment to the teams' objectives. Attends to each member's views equally.</i>
Team participation	<i>Openly expresses views and opinions within a group. Shows willingness to take on tasks and responsibilities as appropriate to one's experience.</i>
Leadership	<i>Shows the ability to communicate a vision or goal to others and lead them towards achieving it. Pushes for action and results, and wins the support and help of others.</i>
TASK SKILLS	
Planning / Organising	<i>Creates clear goals, identifies and finds the resources (e.g. time, people, materials) needed to achieve them, and schedules tasks so that work is completed on time.</i>
Time management	<i>Takes the time to organise events and tasks carefully so as to use time efficiently. Uses a diary/planner to ensure tasks are undertaken.</i>
Practical skills	<i>Uses equipment, tools or technology effectively. Easily follows instructions and shows willingness to use whatever tools or technology is required.</i>
Computer skills	<i>Confidently uses a computer to write documents, browse the internet or use email programs. Can save files, locate them efficiently and print them.</i>
Problem solving	<i>Shows interest in finding the cause of problems, looks for and chooses effective solutions and takes the necessary action to resolve them.</i>
Business awareness	<i>Shows understanding of the main business activities of the company/organisation. Has a good sense of the business opportunities available, and the primary competitors.</i>
Customer focus	<i>Shows understanding and concern for customers' needs, is helpful and friendly to them, and deals effectively with any questions or complaints they may have.</i>
PERSONAL SKILLS	
Learning skills	<i>Seeks and willingly takes opportunities to learn. Shows interest in personal learning and development. Looks for feedback to improve understanding.</i>
Adaptability	<i>Adapts easily to new challenges and shows openness to new ways of doing things. Effective at changing plans or actions to deal with changing situations.</i>
Goal setting	<i>Shows the ability to make a decision about what is wanted, and determine when it is to be achieved. Stays committed to the goal, and deals with setbacks realistically.</i>
Initiative	<i>Demonstrates ability to take the initiative in a situation. Shows inclination to find opportunities to make decisions or influence events.</i>
Independence	<i>Able to perform tasks effectively with minimum help or approval, or without direct supervision.</i>
Motivation	<i>Shows the drive to succeed and excel at tasks. Shows confidence in abilities and expects to succeed at all tasks agreed on.</i>
Dependability	<i>Is reliable, responsible and dependable in fulfilling duties. Carefully checks work to ensure all details have been considered.</i>
Professionalism	<i>Remains calm and self-controlled under stressful situations. Works to deliver the best interests of the organisation at all times, and maintains appropriate dress code.</i>