

National **CAREER SKILLS** Competition

Adult Learner Entries – Pilot Competition 2018

“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 1st, 2nd and 3rd places during the National Career Skills Award Ceremony held in the Department of Education, Dublin 1, in May 2018.

There are fantastic prizes available including an **Apple MacBook Air** for the **winning student**. There will also be a **special prize** awarded to the winning student’s Work Experience Tutor or Guidance Counsellor!

WHO IS ELIGIBLE?

This pilot competition is available to Adult Learners in approved colleges in Ireland who have undertaken a work placement and includes:

- QQI Level 4 module learners
- QQI Level 5 module learners

Students can only apply to the competition through approved participating Colleges or Centres of Further Education.

Each student entry requires approval from a staff member assigned to the work placement programme in order 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 or www.careerskills.ie

SUBMISSION DETAILS

The submission must be a word-processed document containing the following three sections.

Section 1. Entry Details:

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 4 or 5

Section 2. Work Placement Diary & Skills Statement:

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 marks)

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 marks)**

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 SITUATION? | Situation – details: what, where, who, when, etc. |
| • What was your TASK? | Task – the job you got done: goal/objective |
| • What ACTION did you take? | Action – SKILLS you used |
| • What was the RESULT? | 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 marks or 10 marks per diary entry/skills report)**

Section 3. Reflection and Future Planning

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 marks)**
2. your awareness of the further educational opportunities arising from completing your course **(10 marks)**
3. your awareness of the employment and career opportunities arising from your course. **(10 marks)**

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

HOW TO SUBMIT

Once the document 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
or
2. Print your document and post it to the following address:

Adult Learner Submissions
National CareerSkills Competition
7 Richview Park
Clonskeagh
Dublin 14

Note: Applications for QQI entrants is not currently available online.

The closing date for the submission is Wednesday, 11th April 2018.

The winners will be announced, and the award ceremony held in on the 9th May 2018 in the Clock Tower in the Department of Education and Skills, Dublin 1.