

# National **CAREER SKILLS** Competition

## Adult Learner Entries – Pilot Competition 2017

### “Skills for Work – My Reflection”

#### COMPETITION OVERVIEW

Being able to describe 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 2017.

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](http://www.careersportal.ie) or [www.careerskills.ie](http://www.careerskills.ie)

## SUBMISSION DETAILS

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

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### Section 1. Entry Details:

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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 4 or 5**

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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 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 <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 marks or 10 marks per diary entry/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 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](mailto: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 the 5<sup>th</sup> April 2017.**

The winners will be announced and the award ceremony held in early/mid-May.