

National Career Skills Competition

Competition Details

Who is eligible?

The competition is available to Senior Cycle students in Ireland who have undertaken a work placement. There are four distinct competitions, with students in each category only competing with others in that category, as follows:

- Transition Year
- Leaving Cert Applied (LCA)
- Leaving Cert Vocational (LCVP)
- Leaving Cert Established

Students can only apply to the competition through their school. The programme coordinator for TY, LCA, LCVP, or the Guidance Counsellor needs to approve the student in order for it to be accepted, and their details must be included as part of the submission.

Submission Details

The submission must be a word processed document containing a Career Investigation and a Work Placement Report. The document should be clear and concise, and contain all of the sections detailed below:

1. Entry Details:

Entrant Details:

Name

Email

Phone Number

School Details:

School Name

School Address

Coordinator or Guidance Counsellors Details:

Name

Email

Phone Number

School Programme:

TY, LCA, LCVP or LC (established)

2. The Career Investigation

The competition is centred on your investigation of a particular career. Ideally this career is the same one you choose for your work placement, although this is sometimes not possible. Where it is the same as your placement, the following details are required:

The Job Title (or Job Area)

A description of the job (or career area).

This is a description of the type of work the person would be doing, including the main tasks and responsibilities

Knowledge Requirements

Look through the list of specialist subject areas described in the Knowledge Requirements worksheet. Pick two knowledge areas you think are the most important for this career, and discuss your reasons.

Education Pathways

Identify one course that leads to this career. Use the following headings to provide the information:

Course Name (and code if available):

College or Organisation Name:

Course Entry Requirements: [e.g. Minimum Irish: OD3, English: OD3, Mathematics: HC3]

Where to Apply: [e.g. through CAO, Last years points were 360]

Length of Course: [e.g. 3 years full-time]

Level of Qualification on the National Framework: [e.g. Degree - Honours Bachelor (Level 8 NFQ) from NUI]

Career Skills Observed

Look through the list of Career Skills described in the Career Skills worksheet. Pick two skills that you observed during your placement and describe why you think these are particularly important for being successful in the career.

Career Skills Developed

Using the same list of Career Skills, pick any two and describe what you did to develop these during your work placement.

Where the career investigation being submitted is of a career that is [different to that of the work placement](#), replace the Career Skills Observed and Career Skills Developed sections with the following:

Career Skills Needed

Look through the list of Career Skills described in the Career Skills worksheet. Pick the four skills you think are the most important in order to be successful in the career.

3. The Work Experience Report

This part of the submission is to contain a record of certain aspects of your work experience. It should contain the following information:

The name of the employer

The dates of the work placement

The following information should be based on your experience on two of the days. The information should be presented in diary format, one page for each day.

Duties Performed

Describe what tasks you had to do during the day.

Training Received

Describe any formal or informal training you received on the day.

Staff/Customer interactions

Describe any interactions you had with staff or customers that relates to the job

Difficulties or challenges encountered

Describe a difficulty/challenge you experienced and how you dealt with it.

Observations

Did anything unusual or unexpected occur? How were things different to what you expected? Discuss any observations that struck you during the day.

4. Conclusions

A work experience is an opportunity to sample first hand some of the day to day experiences typical of the occupation or career area. Review your experience by writing a paragraph on each of the two following questions:

Evaluation

How has your work experience influenced you in terms of your personal career direction?

Application to Everyday Life

What skills have you learned from your work experience that you can apply to your everyday life?

The Submission Document

The submission should be typed into a word processor and formatted to produce a clear and concise document. Use the headings provided above to layout the document, and include information on all headings required.

How to Submit

Once the document is completed it should be checked by your Programme Coordinator or Guidance Counsellor 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:

TY / LCA / LCVP / LC (select one)
National CareerSkills Competition,
7 Richview Park,
Clonskeagh,
Dublin 14.

or

3. Create the document online using the application form provided, and register to the competition.

The closing date for the submission is the 27th May 2011. The winners will be announced in September 2011.