



THE NATIONAL CAREER SKILLS COMPETITION

BY CAREERSPORTAL

COMPETITION DETAILS

TRANSITION
YEAR
PROGRAMME

TY

In association with



CONSTRUCTION
INDUSTRY
FEDERATION

An Chomhairle um Oideachas
Gaeilteachta & Gaelscolaíochta



Fáilte
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ENTRIES

This competition is open to Transition Year students who have undertaken a Work Experience Placement. To enter this category please submit a typed document and follow the entry guidelines below. Please note there is a separate category for entries through Irish and Video entries.

SUBMISSION DETAILS – TY

The submission must be a **Document** (printed, emailed or entered online) containing a Work Experience Career Skills Report and a Career Investigation. All submissions must contain the details described in Sections 1 – 3 below.

1. Entry Details:

Entrant Details:	Name, Email, Phone Number
School Details:	School Name, School Address
Programme Coordinator or Guidance Counsellors Details:	Name, Email, Phone Number
School Programme:	Please mention TY

2. The Work Experience Career Skills Report [60%]

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 company/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 [5% + 5%]

Describe what tasks you had to do during the day.

Training Received [3% + 3%]

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

Staff/Customer interactions [4% + 4%]

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

Observations [3% + 3%]

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

In addition, complete the following two sections based on your experience during the entire work placement.

Career Skills Observed [10%]

Look through the list of Career Skills described in the Career Skills worksheet (see back page). Pick **two skills** that you observed during your placement and describe why you think these are particularly important for being successful in the career. Try and choose skills from 2 of the 3 sections outlined i.e. People Skills, Task Skills and or Personal Skills.

Career Skills Developed [10%]

Using the same list of Career Skills, **pick any two** and describe what you did to develop these during your work placement. Try and choose skills from 2 of the 3 sections outlined i.e. People Skills, Task Skills and or Personal Skills.

Evaluation [10%]

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

3. The Career Investigation – [35%]

This section requires you to investigate a particular career. This career should be one that has some real interest to you, and may be different to the one you selected for your work placement. The following details are required:

Job Title (or Career Area)

A description of the job (or Career Area) [5%]

This is a description of the type of work the person would be doing, including the main tasks and activities. Which Career Sector(s) does this career belong to?

Knowledge Requirements [5%]

Look through the list of Knowledge Requirements described in the Skills and Knowledge Worksheet (below). Choose two that you think are most important for this career and give reasons for your answer.

Career Skills Needed [10%]

Look through the list of Career Skills described in the Skills and Knowledge Worksheet (below). Choose two that you think are most important for this career and give reasons for your answer.

Education Pathways [5%]

(e.g. CAO, PLC, Apprenticeship, ETB etc...)

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

Course Name and Code if available (CAO/PLC code, Apprenticeship title etc...)

College Name/Employer Type (UCD, Kerry College, Accounting Technician etc)

Entry Requirements (i.e. Minimum Entry Requirements, Subject Requirements, Latest CAO points... etc)

Where to apply (Through the CAO, direct to the FE college, through an Employer/ETB etc)

Length of Course (How many years?)

NFQ Qualification Level (if applicable) (What level of qualification will you have at the end of your course?)

Interesting information about the course

(Does it include Work Experience? A semester abroad? Language Option? Modules that interest you?)

Reflection [10%]

Discuss your choice of this career and how it might be a good fit for your skills, personal aptitudes and interests.

The Submission Document [5%]

The submission should be typed and formatted to produce a clear and concise document. Use the 3 headings provided above to layout the document, and include information on all headings required (incomplete entries cannot win a prize). An additional 5% of marks is available for overall presentation and effort.

HOW TO SUBMIT

Completed **document entries** 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.

Email the completed document as an attachment to careerskills@careersportal.ie, with the student name, school name and TY in the subject line.

OR

Print your document and post it to the following address:

TY Application
CareersPortal, 71-73 College House
Rock Road, Blackrock, Co Dublin
A94 F9X9

OR

Create the document online

– available to students who have registered to either CareersPortal or have a REACH+ Account. You can access this Online Application from within your Career File.

The closing date for the submission is in March each year, [check online](#) for exact date.

The winners will be announced and the award ceremony will take place in May.

PEOPLE SKILLS

Sensitivity to others	Shows ability to maintain a deep interest in the concerns and feeling of others. Inclined to find ways to help people.
Insight into others	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.
Openness to others	Is open to, and communicates with people at all levels. Inclined to share personal experiences and trust people.
Respect	Shows consideration for the feelings, needs, thoughts, wishes and preferences of others (including other cultures and races).
Speaking / Presenting	Presents information clearly and confidently to other individuals or groups. Maintains good eye contact and keeps the attention of an audience or individual.
Active listening	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.
Conversation	Speaks clearly and listens attentively. Attends to other people, not to themselves. Seeks clarification where necessary and attends to body language appropriately.
Persuasion	Shows ability to influence peoples beliefs and actions. Shows ability to win people's cooperation and support for ideas or activities.
Team membership	Works easily with groups of people and shows loyalty and commitment to the teams' objectives. Attends to each member's views equally.
Team participation	Openly expresses views and opinions within a group. Shows willingness to take on tasks and responsibilities as appropriate to one's experience.
Leadership	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.

TASK SKILLS

Planning / Organising	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.
Time management	Takes the time to organise events and tasks carefully so as to use time efficiently. Uses a diary/planner to ensure tasks are undertaken.
Practical skills	Uses equipment, tools or technology effectively. Easily follows instructions and shows willingness to use whatever tools or technology is required.
Computer skills	Confidently uses a computer to write documents, browse the internet or use email programs. Can save files, locate them efficiently and print them.
Problem solving	Shows interest in finding the cause of problems, looks for and chooses effective solutions and takes the necessary action to resolve them.
Business awareness	Shows understanding of the main business activities of the company/organisation. Has a good sense of the business opportunities available, and the primary competitors.
Customer focus	Shows understanding and concern for customers' needs, is helpful and friendly to them, and deals effectively with any questions or complaints they may have.

PERSONAL SKILLS

Learning skills	Seeks and willingly takes opportunities to learn. Shows interest in personal learning and development. Looks for feedback to improve understanding.
Adaptability	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.
Goal setting	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.
Initiative	Demonstrates ability to take the initiative in a situation. Shows inclination to find opportunities to make decisions or influence events.
Independence	Able to perform tasks effectively with minimum help or approval, or without direct supervision.
Motivation	Shows the drive to succeed and excel at tasks. Shows confidence in abilities and expects to succeed at all tasks agreed on.
Dependability	Is reliable, responsible and dependable in fulfilling duties. Carefully checks work to ensure all details have been considered.
Professionalism	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.

Biology	Knowledge of plant and animal organisms, their tissues, cells, functions, how they relate to each other and the environment.
Chemistry	Knowledge of the chemical composition of substances, how they are used and methods of production and disposal.
Mathematics	Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Physics	Knowledge of physical principles and laws, the properties of materials, the weather, energy, atomic and sub-atomic particles.
Computers / Electronics	Knowledge of circuit boards, microprocessors, electronic equipment, and/or computer hardware and software, including computer programming.
Building / Construction	Knowledge of the materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures.
Engineering / Technology	Knowledge of engineering and technology and the know-how to use equipment and tools in the design and production of various goods and services.
Mechanics	Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
Agriculture / Environment	Knowledge of methods and equipment used for growing and harvesting food products, rearing and herding animals, and protecting the environment.
Production / Manufacturing	Knowledge of raw materials, methods of production, quality control, costs, and other ways of maximising the effective manufacture and distribution of goods.
Fine Arts	Knowledge of the theory and methods required to compose, produce, and perform works of music, dance, visual arts, drama, and sculpture.
Design	Knowledge of design methods and the tools involved in the production of precision technical plans, blueprints, drawings, and models.
Communications Media	Knowledge of traditional media (newspaper, print, radio, TV) and/or new digital media (CD, Internet), writing and editing, researching and information management.
Education / Training	Knowledge of how courses are developed and delivered, on teaching and instruction methods for individuals and groups, and the measurement of learning.
English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Foreign Language	Knowledge of the structure and content of a foreign language including the meaning and spelling of words, rules of composition, grammar, and pronunciation.
Community and Social Studies	Knowledge of group behaviour, trends in the development of society, social disadvantage and the methods of providing care and support to those in need.
History / Archaeology	Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
Geography	Knowledge of the land, sea, and air masses, their physical characteristics, locations, and the distribution of plant, animal, and human life.
Law / Government	Knowledge of laws, legal methods, court procedures, government regulations and the democratic political process.
Public Safety and Security	Knowledge of systems and procedures which protect people, businesses and property from criminal activities and ensure public safety.
Transport	Knowledge of methods used to efficiently move people or goods by air, rail, sea, or road, including the relative costs and benefits.
Medicine / Dentistry	Knowledge of the information and techniques needed to diagnose and treat human injuries and diseases and of preventive health-care measures.

Psychology	Knowledge of human behaviour, including individual differences and the assessment and treatment of behavioural and emotional disorders.
Therapy and Counselling	Knowledge of the methods of diagnosis, treatment, and rehabilitation of physical and mental problems, and for career counselling and guidance.
Childcare	Knowledge of early childhood development, the methods of education and the administrative requirements of running a Childcare service.
Philosophy / Religion	Knowledge of different philosophical systems and religions, including their basic principles, values, ways of thinking, customs, and their impact on human culture.
Administration / Management	Knowledge of how a business is run and managed, how to plan for growth, use resources efficiently, predict market changes and adapt to them.
Sales and Marketing	Knowledge of the theories and methods used for promoting and selling products or services, including creating and analysing marketing campaigns.
Personnel and Human Resources	Knowledge of methods used for managing the staff of a company, including recruitment, training, compensation and benefits, labour relations and negotiation.
Customer Care	Knowledge of the methods used in providing customer care and personal services. This includes how to assess customer needs and satisfaction.
Economics and Accounting	Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
Clerical	Knowledge of the requirements of a modern office, including use of computers, managing files and records, designing forms, and making arrangements.
Hair & Beauty	Knowledge of hair and beauty care and the practical skills required to work with clients.
Sports and Leisure	Knowledge of human fitness and exercise, and the practical skills of training, coaching and managing people in the leisure business.
Hotel, Catering & Tourism	Knowledge of the variety of functions and job roles within the sector and the skills required to deliver services to the public.