



# THE NATIONAL CAREER SKILLS COMPETITION

BY CAREERSPORTAL

## COMPETITION DETAILS

## VLOG ENTRIES

In association with



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INDUSTRY  
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An Chomhairle um Oideachas  
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## ENTRIES

This competition is open to all TY & Leaving Cert students (5th & 6th year) who have undertaken a Work Experience Placement. To enter this category please submit a video blog (vlog) following the entry guidelines below. Please note there is a separate category for entries through Irish.

## WHAT IS A VLOG ENTRY?

Different to a written entry, students are asked to record their experience of their work placement and their reflections afterwards through video format. This footage can also include images / graphics / music etc.

## SUBMISSION DETAILS

### 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, LCE, LCVP or LCA

### 2. Work Experience Skills Vlog [ 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

This should be followed by a vlog of any **one day** of your work experience. Provide a brief overview of the day including the duties and tasks you carried out and any customer or staff interactions you had. Give an example of a **challenge** you faced and a **highlight** of the day. [20%]

In addition, mention 2 Career Skills (see list below) you **observed** and two you **developed** during your work experience. Discuss them from the perspective of their importance to your career in the future. If possible, please take one skill from each of the 3 categories, people skills, task skills and personal skills. [20%]

Lastly, discuss how the work experience has influenced your future career and education plans [15%]

### 3. The Career Investigation - [ 30% ]

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.

#### Introduction [5%]

Record 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?

#### Career Skills Needed [10%]

Look through the list of Career Skills at the back of this document and in the [Career Explorer Tool](#) and pick the two skills you think are the most important in order to be successful in this career and discuss your reasons. If possible, please take one skill from each of the 3 categories, people skills, task skills and personal skills.

#### Education Pathways [5%]

The following details should be completed on the form below and an image of the completed form should be shown in your video for approximately 5 seconds. [10%]

Job Title (or Career Area)

**Education Pathways**

(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.

**Submission [10% for overall vlog creativity]**

Get creative! – you can include video footage (or pictures) of you on your work placement, on your commute there or reflecting on your work experience afterwards.

**HOW TO SUBMIT**

Completed Vlog entries should be uploaded to YouTube and the link provided in an email (or on the online entry form) along with the details mentioned in section 1 above. Alternatively, the video file can be sent to us using Google drive, WeTransfer or any other online service that enables sending of such files.

Completed entries should be no longer than 4 minutes, and 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.

**Important:** Videos longer than 4 minutes will not be considered.

**Email** your submission to [careerskills@careersportal.ie](mailto:careerskills@careersportal.ie), with your name, school name, and school programme (TY/LC/LCA/LCVP) in the subject line. Make sure to include the link to your video in the body of the email, along with the details from Section 1.



**Enter your submission 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

## PEOPLE SKILLS

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

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

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

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

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