

5LCA Career Investigation Project:

These are the headings for your project:

Objectives / Aims – What I want to find out

Research & Planning – How & When I am going to do it

Carrying Out The Investigation – All the information I found out

Presentation & Analysis Of Findings – What I think about everything I found out.

Self-Evaluation - Does it suit me and why?

Start by completing an interest assessment on www.careersportal.ie or www.qualifax.ie to find suitable jobs. Print it off and keep it for your project. Also add your own observations – Do you think it is accurate? Why or why not? Was it difficult to do? Did you learn anything about yourself? Write a short paragraph about it.

Start by looking at THREE jobs, give a little information about each, then narrow it down to ONE. Say why you picked this ONE. Why do you think this suits you better? What about them is interesting to you? Print out a detailed job descriptions using the information on www.careersportal.ie . Always state where you got your information.

Objectives / Aims: Under this heading write out at least FIVE simple **Aims** for your project and explain the reason for each one.

For example:

Aim: I want to find out all I can about a career in carpentry.

Why? So I can know for certain if I want to study and train for an Apprenticeship.

Aim: I want to find out how much a fourth year apprentice carpenter earns.

Why? So I can know if the salary at the end of my qualification will give me a living wage.

Research & Planning: Decide how to collect your information. Decide which methods of research you will use. (Computer, Printer, Mobile Phone, Scanner, Camera, Guidance Counsellor, Murphy's & Co. Ltd.). Type this up. You must make an appointment with Mr. Oates – short ten minutes!

Type up an Action Plan: (Give more details than in this example!)

Type up an Action Plan:

Order	Things To Do
1st	Register and do an interest test on www.careersportal.ie
2nd	Contact Murphy's & Co. Ltd. to organise an interview with an employee
3rd	Go to Murphy's & Co. Ltd. and interview employee.
4th	Go to College of F.E. Open Day.
5th	Inquire if I could organise work experience in the area of carpentry
6th	Start write up

Carrying Out The Investigation: Now, write up a short report on an organisation where the job exists. You can say what the Company name is, when it was established, what products or services it supplies, how many people work there, the number of people doing the job you are investigating. Print out any relevant information. Make sure you highlight the important bits.

Now write in as many people as you can that could help you to find out about the job. Maybe, someone doing the job, a family member who knows about the job, or a receptionist in a local company.

Now choose one person, contact him/her, organise a meeting, and record the information, questions and answers and your own thoughts on them. Sample questions could be:

Why did you choose this career?

Do you find the career interesting?

What training was involved?

Are you paid well?

What equipment do you use every day?

What type of environment do you work in?

Do you work on your own or with others?

What are the key skills involved in this job?

What are the good /bad things about the job?

What is the salary like in this job?

What kinds of people experience the greatest success in this field?

What is a typical day like?

What kind of hours do you normally work?

Describe some of the toughest situations you've faced in this job.

Do you find your job exciting or boring? Why?

What interests you least about the job or creates the most stress?

What courses do you wish you had taken that would have prepared you for this job ?

Use some or all of the above. Feel free to make up your own questions.

Make an appointment to see your Guidance Counsellor and use the following questions to help investigate your job further. Do you think I am suited to this career? Why? What is the future like for this career? Will the qualifications that I get from school allow me to start my career? Is there a course in college or Further Education that I should consider doing?

Now, looking back, list and briefly explain the steps you took to find your information.

Date	Task Done
Mar 26th	Watched careers video
Mar 27th	Printed out Internet research
Mar 28th	Conducted interview with employee
Mar 29th	Printed out a map of company's location
Mar 30th	Created a bar chart of salaries in Maths class

Presentation & Analysis Of Findings

Did you achieve your aims? Yes? No? **Why?** i.e. Did the information you gathered tell you what you needed to know in order to achieve your aims? What was the most useful piece of research for your investigation? Explain your answers fully.

Self-Evaluation

Rate your overall performance by using one of the descriptions: Excellent, Very Good, Good, Fair, Poor. Explain why you rated yourself this way.

Include an assessment of what you did well and would do differently the next time. Write a number of things you learned about yourself while doing this task, e.g. I have learned that I can organise myself and can work alone, this I discovered when I organised the interview found the address and did a great interview

Now, list any skills or qualities you now know you have. Then write about two problems and how you solved them. Detail any learning that could be useful to you in the future. Did you change future plans? Explain why.

Tips For Picking Up Extra Marks

You get 10% for being original.

You can get another 10% for: A Contents Page, Neatness, Clearness (needs to read well), Pictures, Graphs, A Bibliography (details of any websites or publications used), An Appendix (Copies of everything you printed out.)

You get 10% when you show that you have used three other subjects. For example: Some maths (graphs or calculations), some IT skills in clip art or scanning photos, Communication skills in writing out a questionnaire or letter.

You can get another 20% for gathering background and new information about the job using different methods.

You can get another 20% when you provide evidence that you did what you said you would do in the Research & Planning section. Make sure the information is relevant and you understand it.

Remember that when you are interviewed you can go up by 1, 2 or 3 credits so be ready to talk a lot. The examiner asks questions which allows you to fill in any gaps that your task write up may have missed.