

# Career Investigation: Detailed Outline





# **Career Investigation into: .....**

**Submitted by: .....**

**Examination Number: .....**

## **Description:**

Describe the **career** concisely and accurately.

Outline a minimum of **three** responsibilities/duties/tasks that have to be performed.

## **Skills and Qualities:**

What are the most essential skills needed for the job?

(computer skills, communication skills, creative skills, organisational skills, etc)

What are the most essential personal qualities/attributes that a person should have for this career?

(motivation, people person, team player, attention to detail, honest, empathetic, leadership, able to delegate, creative, diligent, hardworking, energetic, fitness, etc)

## **Qualifications and Training (Education) Required:**

State how many avenues there are for getting the qualification or training. Outline two pathways using the following headings.

***Institution:*** give the name and address of the institution:

University, Institute of Technology, private third level institution, PLC College, etc

*Basic Entry Requirements: Grade D in honours math, modern language, science subjects etc*

*Admission Process: Interview, Aptitude Test, Third level points etc*

*Course Duration: 2 years, full-time/part-time*

*Certification Authority/Qualification Obtained: SOLAS, PLC (FETAC), NUI, etc Certificate, Degree, Masters etc. (Where is it on the National Framework of Qualifications?)*

*Institution: give the name and address of the institution: IT, University, private third level institution, PLC College etc.*



## **Evaluation of my selected Career in light of my personal aptitude, interests, and choice of Leaving Certificate subjects:**

- What do you have an aptitude for
- What are you good at?
- Did you do an aptitude test and what did it indicate?
- Does it correspond with what is required for this **career**?

What are you interested in?

- What work do you enjoy?
- Was there any aspect of work experience/summer work/work shadowing/work at home that you liked?
- Is there an individual in a particular **career** that you admire/see as a role model/would like to achieve the same success as?
- How do these interests tie in with the **career** being investigated?

Leaving Certificate subjects

- Outline two **subjects** you are studying at **leaving** cert that are most relevant to this **career** being investigated.
- Say how they are relevant to this **career**.
- Identify what skills/knowledge have learned in your **subjects** and how that can be applied in your chosen **career**.

## **Out of Class Learning Experience:**

**(Interact with adult(s) other than teacher(s) in a relevant out of class learning experience)**

Did you do work experience/work shadowing/interview someone in the **career**/summer work/work at home, in community/ mock interview?

What was your role?

What did you discover about the **career**?

What did you like about the job?

What did you dislike?

How did the experience influence your decision about the **career** being investigated?



## **Evaluation of Career Investigation:**

### *Insight gained:*

Having completed this **career** investigation, I believe that I will/will not pursue a **career** in...

Insights I gained: ....

This investigation has taught me .....

Without carrying out this **career** investigation I would not have learned that...

This investigation has helped me to evaluate my own skills and aptitudes because I discovered that I.... I learned how essential work experience/work shadowing is to a **career** investigation because while on work experience/work shadowing I discovered that..... Although I have decided that I will not pursue a **career** in.... I know how to investigate any **career** comprehensively.

### *Skills developed:*

This Career Investigation has helped to expand my skills in..... research, analysis, reporting, Information technology, communication etc. elaborate.

## **Sources of information:**

Websites / books / people in career

# Career Investigation: Marking Scheme



# CAREER INVESTIGATION- Marking Scheme

<b>Title</b> <b>1m</b>	Punctuation, appropriate font, spelling, indents, grammar, length, title, layout.	<b>TOTAL 5M</b>
<b>Word Processing</b> <b>3m</b>		
<b>Use of headings</b> <b>1m</b>		
<b>Description of duties involved in the career area</b>	3 statements @1m each.	<b>TOTAL 3M</b>
<b>Identification of skills &amp; qualities needed for this career</b>	List or a paragraph outlining at least 3 skills and 3 qualities needed for this career.	<b>TOTAL 5M</b>
<b>Identification of qualifications &amp; training needed for this career</b>	You must give details of the course 3m End qualifications 1m Length of the course of 1m	<b>TOTAL 5M</b>
<b>What was learned about the research/activity about the career and oneself</b>	You <b>MUST</b> show interaction with an adult other than a teacher. Out of class experience You should talk about your aptitudes & you <b>MUST</b> link the career with your choice of Leaving Cert subjects.	If you do not mention your out of school research or don't link or mention your LC subjects then Max 4m.  <b>TOTAL 8M</b>
<b>Description of two different pathways to the career you investigated</b>	Entry points must be included Course Title College Name 2 @2m each If only one pathway to the career then an alternative career must be mentioned.	<b>TOTAL 4M</b>
<b>Evaluation of the career</b>	You must state clearly why you still want to pursue the career or why you don't now wish to pursue it. You must state the plus/minuses of the career 2 @2m each +1	<b>TOTAL 5M</b>
<b>Evaluation of undertaking the career investigation</b>	You must mention the skills you developed or the new skills you learned 3m You must mention what was achieved by doing the career investigation 2m.	<b>TOTAL 5M</b>

**TOTAL 40M**



# Career Investigation: Checklist



# CHECK LIST FOR CAREER INVESTIGATION



Did you proof read your Career Investigation?

Have you checked your word count - between 300 and 600 words?  
Did you check for accuracy of presentation and layout?  
(spelling, punctuation, grammar, font, headings, tabulation and indentation)

Have you included a title, naming the career you are investigating?

Have you described three duties involved in the career you have investigated using sentences in each case?

Did you name the skills required for this career - giving three?

Did you name the important qualities needed - giving three?

Have you described the training needed to become qualified in this career area?

Have you stated the following:  
subjects you will study and the length of the training course?  
qualification you will achieve at the end of the training period?

Did you carry out research to check your own aptitude for this career?

Did you engage in any out-of-school activity?  
(such as interviewing a person in this career area or work shadowing or work experience that shows you are aware of the aptitude required)

Did you mention how your Leaving Certificate subjects link to this career?

Did you outline two pathways to achieving this career?  
(stating the name of the colleges offering the training, the courses you will follow, the most recent CAO points required, if applicable)

If entry to the course is not through CAO did you state the title of the course, the college and the entry requirements?

Have you evaluated the career?

Did you state your conclusions having carried out all of the above research?

Did you state what factors influence your conclusion?

Have you evaluated the experience of carrying out the career investigation?  
(the personal skills you developed or improved while carrying out your career investigation)

**Proof read your career investigation again before including it in your Portfolio. Make any corrections necessary.  
Remember, you submit your *best* work for assessment.**

# Career Investigation: On Exam Papers



**LCVP**



### **LCVP Terminal Examination**

The Career Investigation may also appear on the written exam paper in the General Questions Section.

### **References**

#### **LCVP Written Exam                      Section C Q1**

***Career choice is important so that you select a career that best suits your aptitudes and abilities.***

- (a)** Name a career you have investigated (1 mark)
- (b)** List three qualities you have which makes this a suitable career for you (6 marks)
- (c)** Identify two of your Leaving Certificate subjects which you consider the most relevant for this career. Explain why each subject is relevant. (8 marks)
- (d)** Describe how you went about investigating the career mentioned. (10 Marks)

#### **LCVP Written Exam                      Section C Q1**

***A career investigation is intended to help you research a career based on your knowledge of yourself, your abilities and your aptitudes.***

- (a)** Identify a career you investigated.
- (b)** List three qualities you have which make this career a suitable one for you.
- (c)** Describe the contact you had with a person from outside the school when investigating the career. How did you benefit from this contact?
- (d)** Identify the two Leaving Certificate subjects which you believe are most relevant to your career choice. Explain why each subject you identified is relevant

# Career Investigation: Samples



## **Career Investigation**

**Author:** John Smith

**Examination Number:**

**Title:** Career Investigation into Agricultural Advisory

**Description:** An Agricultural Advisor serves a very important role for farmers. They provide advice in all matters regarding agriculture. The role involves interacting with farmers on a daily basis, organising farm talks and walks and analysing data. It is a very active career and involves travelling during the working day, attending meetings and office work in particularly busy seasons.

### **Skills and Qualities:**

#### Skills

- They need to have exceptional communication skills.
- They need good analytic skills to deal with all the data and information.
- They need to have exceptional organisational skills to manage a large workload efficiently.

#### Qualities

- They must be enthusiastic about their job.
- They must be honest in their dealings with people.
- They must display leadership qualities as they guide people with new technologies.

### **Qualifications and Training:**

#### Pathway One – Direct Entry

- The Higher Education Institute I have chosen is University College Dublin.
- The course title is Bachelor of Agricultural Science (Honours).
- The points for the previous three years were 455 (2014), 465 (2015) and 470 (2016).
- The entry requirements are passes in six subjects, two of which must be a minimum higher level H5 and a laboratory science subject where Agricultural Science is acceptable.
- The duration of this course is 4 years.
- Some of the subjects taught on the course are: Animal Biology & Evolution, Cell & Plant Biology, Physics, Discrete Mathematics, Calculus, Chemistry, Information Skills & Computer Applications and Agricultural Economics & Business.
- The course is full time and roughly forty hours a week. This includes lectures, tutorials and laboratory-based practicals and undertaking an independent study. In the third year of the course a professional work experience module must be completed. This provides opportunities to work on farms or businesses all over the world including New Zealand, Australia and USA.
- The Qualification at the end of the course is a Bachelor of Agricultural Science.

## Pathway 2 – Alternative Entry

- To pursue a career as an Agricultural Advisor a Bachelor of Agricultural Science is highly advised.
- I could study a Higher Cert in Agriculture (Level 6) for two years at Dundalk Institute of Technology with the progression to the one year add on Bachelor of Agricultural Science (Level 7) at the same college. After this, if successful, I could then finish an extra year at Level 8. This would take four years to complete.
- The entry requirements for the course are five passes in the Leaving Certificate, including Maths and English.
- This pathway would include two-three days a week in Ballyhaise Agricultural College where you would gain practical experience. The remaining days are spent in DkIT.
- Similar subjects are studied in DkIT and you receive the same qualification at the end as UCD. A Bachelor of Agricultural Science (Honours).

### **Interactions:**

- I completed my work experience in Lakeland Dairies, Bailieborough, Co. Cavan from the 16<sup>th</sup> to the 18<sup>th</sup> of February 2016.
- I enjoyed the work experience as it gave me an insight into the world of work.
- The work experience helped me have a better understanding of animal science as I was dealing with dairy cow herds and I improved my computer skills as I had to fill out forms and control laboratory machines.
- I attended the UCD Open Day on the 7<sup>th</sup> of November 2016.

### **Insights gained from doing this research:**

- I learned that three of my Leaving Certificate subjects are very important, Agricultural Science, Geography and Maths. They are all relevant to this career because they contain topics like biology, farm experience, soils and calculations.
- I learned that I need to have good communication skills as interaction with other people is a main aspect of the career.
- I carried out an interest with my guidance counsellor and scored high in the Agricultural and practical areas.

**Evaluation:** Having completed my career investigation, I believe that I will pursue a career in Agriculture. It made me realise that there is good employment opportunities in this sector and it would be great to work at something you have a passion for. This investigation taught me that I would like to go to College and made me focused about the Leaving Certificate. I feel my work experience module helped me greatly and by doing this investigation I could further research courses and employment in Agriculture. This career investigation has improved my research and communication skills as I had to search the internet for information and talk to my guidance counsellor for advice. Given the practical nature of this course my Agricultural Science and English will be the most relevant subjects for me.

**Sources of Information:** I gained information from [www.qualifax.ie](http://www.qualifax.ie), [www.teagasc.ie](http://www.teagasc.ie), UCD undergraduate prospectus, DkIT undergraduate prospectus and my guidance counsellor.

## **Career Investigation**

**Author:** Jane Smith  
**Examination Number:**  
**Title:** Career Investigation into Primary School Teaching

**Description** Primary School teachers are involved in the social, intellectual, physical and moral development of pupils in their class. A teacher works with one single class for the entire academic year and is responsible for teaching a wide range of subjects on the National Curriculum.

### **Skills and Qualities**

#### Skills

- A teacher requires excellent communication skills for dealing productively with young children.
- A teacher needs good organisational skills, to timetable and prioritise the workload.
- A teacher should have administrative skills for dealing with planning and paperwork.

#### Qualities

- Commitment, as a teacher needs to be committed to her pupils wellbeing.
- Creativity, so as to be able to engage the students in learning.
- Flexibility, for dealing with a multitude of unplanned events during a day.

### **Qualifications and Training**

#### **Pathway 1 – Direct Entry**

- The course title is Bachelor of Education (Honours) – Primary Teaching.
- The points for the previous three years were between (2014) 465, (2015) 485 and (2016) 510.
- The entry requirements are at least two Higher Level papers at grade H5 and four Ordinary or Higher Level papers at grade H7/O6. Irish must be a Higher Level H5, English must be an Ordinary Level O6 or a Higher Level H7 and at least an O6 in Ordinary Level Maths.
- The Higher Education Institute I have chosen is Maynooth University.
- The course duration is 4 years.
- You will take Education modules and a school-based placement across all four years of this professional teaching degree, as well as a placement in the Gaeltacht for two fortnight blocks in years one and two of the degree. Some of course content includes: Teacher as Learner, Curriculum and Methodologies and Placement learning.
- The end qualification is a Bachelor of Education.



## **Pathway 2 – Alternative Entry**

- You could complete any level 8 honours Degree in any discipline ideally with professional involvement in the delivery of learning in education or in training. My preference would be an Arts Degree in Maynooth University.
- After that you could complete a two year course Professional Masters in Education – Primary Teaching in Hibernia College or equivalent.

## **Interactions:**

- I completed my work experience in Lacy and Partners Solicitors in Kells from 13<sup>th</sup> April – 17<sup>th</sup> April 2016.
- I enjoyed the work experience as it prepared me for the working world.
- The experience helped me improve a number of skills including communication skills as clients came into the office and general word processing skills in typing up forms.
- The experience I gained at the Solicitors' Office made me want to work harder and try my best in my Leaving Certificate in order to gain entry into college.

## **What I learned by the research/activity about teaching and myself :**

- All my Leaving Certificate Subjects are relevant to this career as you are seeing teaching techniques first hand.
- Irish is important because the course requirement is a H5 in Higher Level Irish.
- Maths and English are also important because as they are subjects taught in Primary School.
- I really enjoy working with young children.
- My interests, as outlined the Career's Interest Test on [www.qualifax.ie](http://www.qualifax.ie) tie in with this career.

## **Evaluation of Career Investigation:**

Having completed my career investigation, I believe I will pursue a career in Primary School Education. This investigation taught me that I would really like to go to college to study that course and make a career out of it. Without carrying out this career investigation I would not have known that there are alternative entry routes for primary school teaching i.e. Hibernia College. This investigation has helped me to evaluate my own skills and aptitudes because I discovered that I can use the research and computer skills that I have learned while doing this career investigation in the future, at college, or in the classroom as a primary school teacher. This career investigation helped me expand my skills in research and communication as I had to search the internet to find out more about the course and interview my guidance counsellor about education courses.