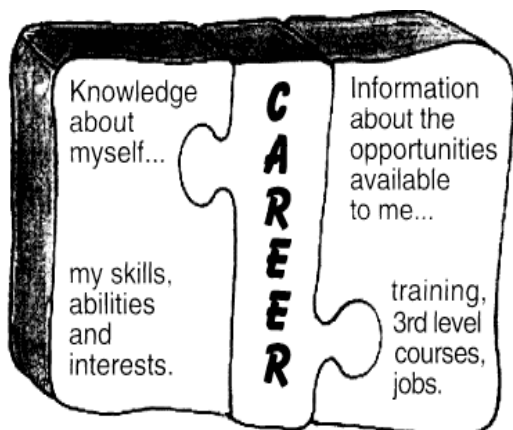


# TRANSITION YEAR CAREER INVESTIGATION



A career investigation is a project that shows how you researched a career/s based on your knowledge of yourself, your abilities and your aptitudes and the career options available to you.

## **A GOOD CAREER DECISION INVOLVES MATCHING**

Decisions that are made today will impact your readiness for the world of work and your ability to move from one career to the next over the course of your lifetime.

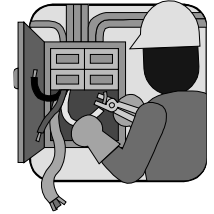
*“There are no quick tricks or magic wands when it comes to making good career decisions. It does take some hard work and a readiness to think and explore. But... it feels really good when you begin to get results! Remember, it's about your future, your life, your talents, and your dreams. You're in charge-make it happen!”*

*Dr. James Malone, Director of Career Counselling*

## **So, where do you get the information?**

- Network: your family, friends, classmates and people they know...
- Print: public library, FÁS leaflets, specialist books, newspapers and collegeliterature...
- Internet: online resources like [www.qualifax.ie](http://www.qualifax.ie) or [www.caereersportal.ie](http://www.caereersportal.ie) or [www.guidanceoffice.info](http://www.guidanceoffice.info) or [www.careersa-z.co.uk](http://www.careersa-z.co.uk).
- DVDs / Videos: from colleges, agencies, companies...
- Visits: TY activities, college open days, direct contacts, school visits, career seminars...
- Visitors: inviting people to talk about careers or how to find career information...
- Direct Experience: school based work experience, voluntary work experience, summer job, part-time job...
- School: Ask your Career Guidance Teacher!

The Career Investigation will assess your ability to:



- Generate a document with a clear and consistent layout
- Describe a specific career concisely and accurately
- Identify and categorise skills, qualities, qualifications and training relevant to the selected career
- Describe at least **two** pathways to the selected career
- Evaluate the selected career in the light of personal aptitude, interests and choice of Leaving Certificate subjects
- Present clear evidence of interaction with adults other than teachers in a relevant out of class learning experience
- Give information on the Research Methods used
- Evaluate the experience of undertaking a career investigation

***At the end of the Career Investigation ask yourself have you done each of the above?***

### **Guidelines for preparing a Career Investigation**

- The Career Investigation must be presented as a word-processed document 800-1000 words in length.
- Candidates may appropriately include specific career requirements downloaded from relevant websites or taken directly from appropriate publications. However, all downloaded material must be acknowledged.

## Suggested Layout for the Career Investigation Task

### **For Your Title page:**

The title of the Career you have chosen: \_\_\_\_\_

Your full name: \_\_\_\_\_

### **Type a Table of Contents:**

(The title of your headings and the page number. Optional)

The next heading to be used is **Aims:**

Under this heading write about the following:

These are the things I want to find out:

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The next heading to be used is **Description of Duties involved in this area:**

What is doing the job on a daily basis like?

(Description of the type of work involved)

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The next heading to be used is **Description of at least two different pathways:**

At least two Entry Paths:

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The next heading to be used is **Employment Opportunities:**

Employment Opportunities: Local, national, international

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The next heading to be used is **How to Apply for the Career:**

How to apply for the career (where, format- application form, how advertised?).

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The next heading to be used is **Identification of Qualifications and training needed:**

The qualifications needed: (Junior Certificate / Leaving Certificate / Third Level / Teagasc / Failte Ireland / Post-Graduate / SOLAS / FETAC...)

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Leaving Certificate subjects that are (a) required; (b) useful.

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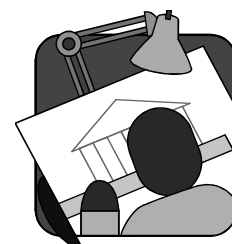
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The points (if applicable) required to get into the course for the last three years.



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The nature of the training or education needed to enter the career (subjects studied, length of course in the relevant training or education institutions).

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The next heading to be used is **The Cost of Education and/or Training:**

The costs of education or training for the career; any grant / sponsorship / scholarship available.

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The next heading to be used is **The Identification of Skills and Qualities Required:**

Aptitude/ personality test(s) needed for entry to the career (get sample questions if possible).

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Contact People in Career:

The name and any title(s) a person working in the career area is given. \_\_\_\_\_

\_\_\_\_\_

Any advice or information given:

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The next heading to be used is **Evaluation**:

How do I 'fit' this career?

Do I have the skills/qualities required to successfully pursue this career:

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What did I set out to achieve?

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Key information I discovered about my chosen career:

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What was my most valuable learning experience?

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