

The Vocational Preparation Task

Career Investigation



SECOND LEVEL
SCHOOL SURVIVAL
SCHOOL SUCCESS
SCHOOL SUPPORT

Task breakdown

- Aims
 - Research and Planning
 - Carrying out the Investigation
 - Presentation and Analysis of Findings
 - Self Evaluation
 - Integration
- *Creativity / Originality / Innovation*

Aims

- Students must have **at least 3** personal aims that are realistic and measurable
- What does the student want to achieve by doing the investigation? The aims must be specific e.g.

"to find out what the entry requirements are for Beauty Therapy "



Planning

- Planning must be thorough and systematic
- The student must provide a detailed plan outlining the steps that will be taken in carrying out the investigation

Students should consider:

- *What career will I investigate and why?*
- *Where will I get the information?*
- *What out of school activity might help my investigation?*
- *Who could I ask?*
- *Who could I e-mail or write to (provide copy)*
- *What time frame have I got?*
- *How will I break the task down?*



Carrying out the investigation

- The student must articulate the investigation process in detail and describe methodologies used.
(What happened step by step)
- Diary entries showing the different stages of the investigation are very useful.
- Copies of completed questionnaires provide good evidence
- Photographs relating to the career can be effective
- Sources of information should be included highlighting knowledge gleaned



Presentation and analysis of findings

- Students must **outline their findings** from the investigation *e.g. I found out that I can do Beauty Therapy in Ballyx College*
- They must **interpret the findings** and evaluate them against their initial aims *e.g. My main aim was to find out the entry requirements for Beauty Therapy. I found out that I can do a course in Ballyx College if I achieve a Merit in LCA*
- They must **demonstrate their understanding** of the information acquired *e.g. This means that if I do a one year course in Ballyx & get over 60% then I can go on and do year 2 to improve my qualification*
- **State** what **conclusions** they have reached *e.g. Having looked at the skills and qualities of a Beauty Therapist, I now know that this is a suitable career for me*

Integration

- o English and Communications
e.g. *letter writing*
survey design
phone calls
report writing
- o Another subject e.g. I CT
(N.B. typing does not constitute integration with IT. It must involve some application e.g. inputting a table or an image)

Creativity / Originality / Innovation

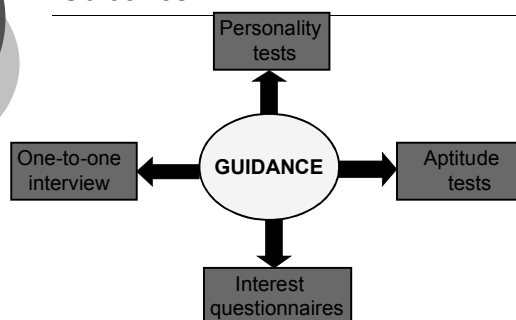
- o Student's own words / The student voice
- o Printed material is interpreted and personalised
- o Logically sequenced
- o Use of appropriate illustrations and photographs
- o Consideration is given to lay-out and presentation of materials
- o Legibility and neatness



Self Evaluation

- o What was good?
- o What difficulties were encountered?
- o What might the student have done differently?
- o What skills or attitudes were developed and how?
- o What learning could the student bring to a new situation or future investigation?
- o Use of 'I' statements important here

Guidance



A Good Career Investigation *The student:*

- o provides **clear aims** for what he/she wants to achieve by doing the investigation (information & skills)
- o provides a **plan that is detailed** and clearly thought out
- o describes **the process** undertaken and provides **concrete evidence**
- o presents **specific findings** based on initial aims
- o extracts **relevant** information from 'printouts' and **processes** the information



Continued

- o uses a **variety of methodologies** to gather information e.g. interviews, letters, internet
- o reflects on the process, **evaluates** his/her performance and **draws conclusions**
- o **shows integration** with the correct subject and at least one other
- o report is **well-presented**, follows a logical sequence and may include visual aids e.g. photographs, diagrams.

Useful sites

- www.careerdirections.ie
- www.qualifax.ie
- www.fas.ie
- www.daycourses.ie

