
5 LCA Career Investigation

Early 2019



5 Headings you
must use

Task Headings

1. Objectives / Aims
2. Research & Planning
3. Carrying Out The Investigation
4. Presentation & Analysis Of Findings
5. Self-Evaluation



Choosing A Career

- Start **thinking** about what **job** you might like to **investigate**.



- Completing an interest assessment on www.careersportal.ie or www.qualifax.ie are good ways to find suitable jobs.
 - You can also investigate people talking about jobs on YouTube. **USE YOUR I.T. CLASS**
-

Choosing A Career

- List your top **three** choices from your interest test.
- **Research** these three jobs in a little more detail.
- **Narrow** your choice down to **one**. Give some reasons for your choice.
- **List** your top job.



Choosing A Career

- **Type** out detailed **job descriptions** of the three jobs. **Highlight** any relevant information.



- **Choose one** for your Career Investigation.
 - Give some **reasons** why you **chose** this job.
-

Objectives / Aims

- State *three clear aims* for your task and fully *justify* it.



- For example:

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

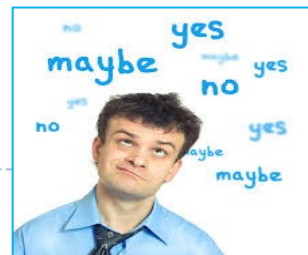
Why? So I can know for certain if I want to study and train for an Apprenticeship.

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 - Methods

- **Decide** how to **collect** your information.
- **Decide** which **methods** of research you will **use**.
- (Interviews with people working in the area, general online research, interest tests, newspapers, company websites!)



Research & Planning - Action Plan

- Create an **Action Plan**.



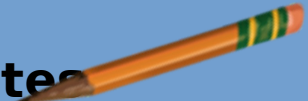
A hand-drawn diagram of an action plan. It features a green rectangular border with two red circular markers at the top, resembling binder holes. The title "ACTION PLAN" is written in blue capital letters across the top. Below the title is a table with four columns, each labeled with a word in red capital letters: "WHO", "WHAT", "WHEN", and "HOW". The table has three empty rows below the header.

| WHO | WHAT | WHEN | HOW |
|-----|------|------|-----|
| | | | |
| | | | |
| | | | |

- Write in what **needs** to **be done** for you to **understand** everything about the job/career.

See next slide for example

Research & Planning - Action Plan

- | Order | Things To Do |
|-------|---|
| 1 | Inquire if I could organise work experience in the area of carpentry |
| 2 | Register and do an interest test on <u>careersportal.ie</u> |
| 3 | Complete research about career online using Qualifax and Careersportal |
| 4 | Contact Murphy's & Co. Ltd. In Kells to organise an interview with an employee |
| 5 | Go to Murphy's & Co. Ltd. and interview employee |
| 6 | Go to Cavan Institute Open Day to find out about training and education in the area |
| 7 | Organise an appointment with Mr. Oates |
| 8 | Start write up |
- 

Research & Planning - Resources

- **List** the **things** that you **needed** to **complete** the investigation.

Resources Used:

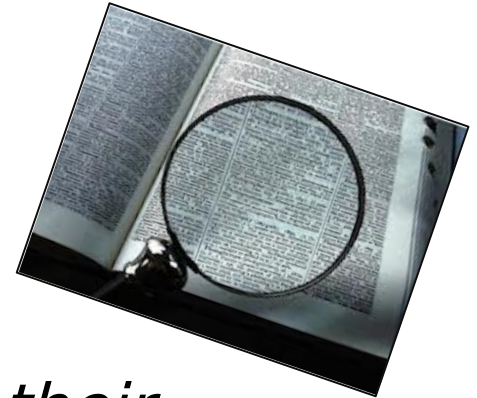
- Computer
- Printer
- Mobile Phone
- Scanner
- Camera
- Video Camera
- Guidance Counsellor
- Murphy's & Co. Ltd.



Research & Planning

- Real Life Example

- Complete a short **report** on an **organisation** where the **job** exists.



- Company Name*
 - When was it established*
 - Product / Service description*
 - Number of people working there and their particular jobs*
 - Number of people doing the job you are investigating*
 - Anything else you can think of...*
 - Type up** any **relevant** information. Make sure you **highlight** the **important** parts.
-

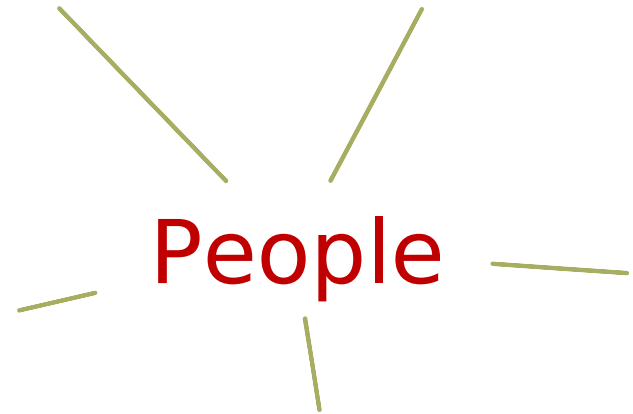
Research & Planning

- Who Can Help?

- Write in as many **people** as you can that could **help** you to find out about the job.

Prompts:

- Someone Doing The Job*
- Family*
- Friends*
- Receptionist*
- HR Department*



Research & Planning

- Who Can Help?

- **Choose** one **person** from your list.
- Make **contact** and organise a **meeting**.
- **Record** these details. Type up the questions you asked and the answers you were given.



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.

Research & Planning

- Who Can Help?

- When are you going to make contact?
- Why have you chosen this person?



Name

Company

Address

Phone number

Date of Meeting

Time

Research & Planning

- Alternative Solutions

- If the **person** you chose to interview is **unavailable**, how **else** will you **find** the information you need?
- List them.

Prompts

- *Phone Call*
- *Email*
- *Letter*
- *Get someone else*



Carrying Out The Investigation

- To carry out your investigation divide your task into three sections:

Education Work Environment People

- Use the methods you chose.



Carrying Out The Investigation

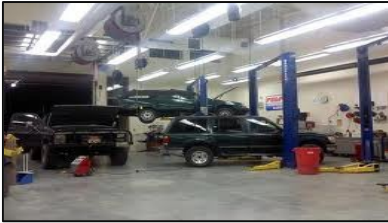
- Education

- Investigate **two courses** that allow **progression to** your area of interest / **job**.

QualifaX

Carrying Out The Investigation - Work Environment

- Use the **interview** questions you asked previously to investigate your **Work Environment** further.



Carrying Out The Investigation - People

- Keep a **written account** of any **interviews** done using the template below:

Person's Name: _____
Job Title: _____
Date of interview: _____ *Time of interview:* _____
Place of interview: _____
Aim of the interview: _____

- Use the sample **questions** to **help** you **during** your **interview**, **again** feel free to **make** up **your own**.
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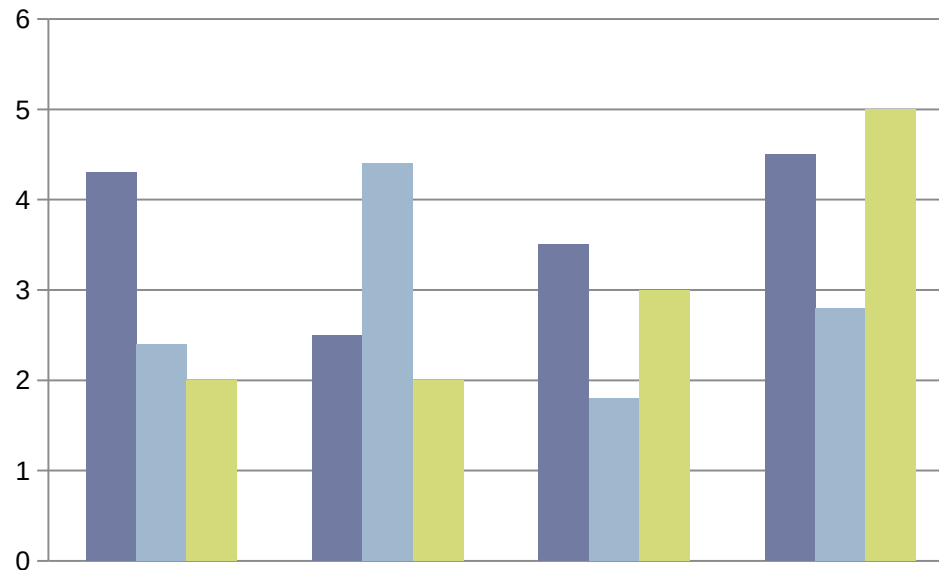
Carrying Out The Investigation - People

- Make an appointment to see your **Guidance Counsellor - Mr. Oates.**
 - 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?*
-



Presentation & Analysis Of Findings - Results

- Include **results** of any questionnaires / surveys undertaken.
- Present them in a **graph** for better communication.



Carrying Out The Investigation - Task List

- Looking back, list and briefly explain the steps you took to find your information.

Date

Task Done

Nov 20th Watched careers video

Nov 21st Printed out internet research

Nov 22nd Conducted interview with employee

Nov 23rd Printed out a map of company's location



Presentation & Analysis Of Findings

- Write down your original aim(s) again.
- Did you **achieve** your aim(s)? Yes? No?
- Why?
 - i.e. Did the **information** you gathered **tell** you what you **needed to know** in order to **achieve** your aim(s)?



Presentation & Analysis Of Findings

- If the answer is **Yes, refer** to that information in your **write up**.
 - e.g. results of surveys, interest tests, interviews.
- ▶ If the answer is **No**, write down **what happened** that **stopped** you from **achieving** your aim(s).
 - e.g. people unavailable for interview or poor planning on my part.



Presentation & Analysis Of Findings

- What was the most useful piece of research to your investigation? Why?



Self-Evaluation

Rate your overall **performance** by using one of the below descriptions:



Excellent

Very Good

Good

Fair Poor

- Explain **why** you rated yourself this way.



Self-Evaluation

- **Include** an **assessment** of what you did **well** and would do **differently** the **next time**.

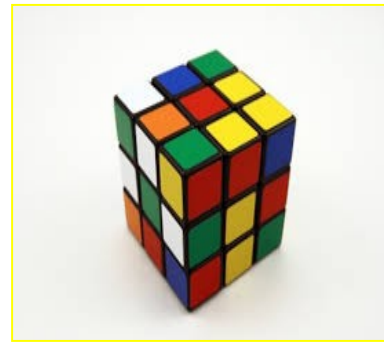


- Write two things you **learned** about **yourself** while doing this task.
 - *e.g. I have learned that I can organise myself and can work alone, this I discovered when I organised the interview found the address and did a great interview.*
-

Self-Evaluation

- List any **skills** or **qualities** you now **know** you **have**.

- Then write about **two problems** and how you **solved** them.



Self-Evaluation

- 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**.

*In other words your task needs to be **different** from your class mates'.*

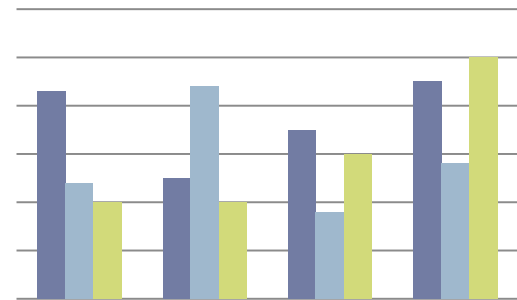
- Your task needs to show **clever** ways of **finding** out **information** about the job you are investigating.



Tips For Picking Up Extra Marks

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 (*see next slide*)



Tips For Picking Up Extra Marks - Appendix

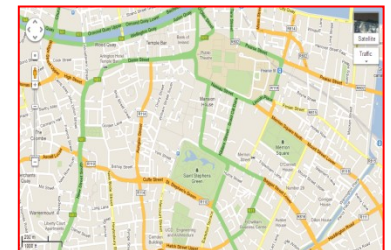
- Include the following **evidence** here to **personalise** your investigation:



- Photos** – Take **lots** of photos but make sure you have **permission** if you need it.



- Internet Research** - Keep **print** outs of **relevant** internet research you used in your write up. **Highlight** relevant information.



- Maps** - Print out and keep **copies** of any **maps** of **places** you **visited** as part of your task.

Tips For Picking Up Extra Marks- Cross Curricular Development

- Marks available: **10%**.
- Required:
 - *show that you have used **three** other subjects.*



These could include:

- Some maths (graphs or calculations).
- Some IT skills in clip art or scanning photos.
- Communication skills in writing out a questionnaire or letter.



Research & Planning

▸ Marks available: **20%**



▸ Required elements:

▸ ***Gathering*** background and new ***information*** about the job using as ***many methods*** as possible.

▸ Give good ***attention*** to this as it worth 20%



Carrying Out The Investigation

▸ Marks available: **20%**



▸ Required elements:

▸ 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.



Presentation & Analysis Of Findings

▸ Marks available: **10%**.



▸ Required elements:

▸ To write about what you ***found during the investigation.***



▸ What you write here needs to ***refer*** to your ***aims*** at the beginning of your project.

Assessment Interview

- 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.
-