



CONTEST DESCRIPTION

Job Search

VIRTUAL SECONDARY

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1 THE SKILLS FOR SUCCESS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

In response to the evolving labour market and changing skill needs, the Government of Canada has launched the new Skills for Success (*former Essential Skills*) model defining nine key skills needed by Canadians to participate in work, in education and training, and in modern society more broadly. SCC is currently working with Employment and Social Development Canada (ESDC) to bring awareness of the importance of these skills that are absolutely crucial for success in Trade and Technology careers. Part of this ongoing initiative requires the integration and identification of the Skills for Success in contest descriptions, projects, and project documents. The next phase and very important aspect of our Skills for Success (SfS) initiative is to provide a *Skills Report Card* to each competitor at the Skills Canada National Competition. The purpose of the report card is to inform the competitor about their current level of nine identified Skills for Success based on their competition scores. With this knowledge, the competitor will be made aware which skill may require improvement. Full implementation is expected in the next Skills Canada National Competition.

The following 9 skills have been identified and validated as key skills for success for the workplace in the legend below:

¹Numeracy, ²Communication, ³Collaboration, ⁴Adaptability, ⁵Reading, ⁶Writing, ⁷Problem Solving, ⁸Creativity and Innovation, ⁹Digital

These Skills for Success have been identified in section 2.3 and/or 3.2 of your Contest Description and if applicable, in your Project and supporting documents.

2 CONTEST INTRODUCTION

2.1 Description of the associated work role(s) or occupation(s)

https://www.skillscompetencescanada.com/en/skill_area/job-search/

2.2 Purpose of the Challenge

Throughout one's lifetime and in any field of work, strong job search skills are crucial. The Job Search competition simulates the process for preparing for a successful entry into the workforce. This includes researching career options and expectations and how to critically use self-assessments when preparing an effective job application, cover letter and resume targeted to specific positions. The competition also mirrors the application and interview process that job seekers experience during their search for employment. This competition requires competitors to identify and showcase skills needed for success in an evolving workforce.

2.3 Duration of contest

During the SCNC 2022, the secondary category will be hosted virtually. The competition for your skill will consist of a total of 6 hours. A detailed schedule will be posted on our website.

2.4 Skills and Knowledge to be tested.

Knowledge of the elements required in an effective job search, including:

- Demonstrating an understanding of effective career planning;
- Analyzing the relationship between employability skills, skills for success and the career planning process;
- Applying an appropriate understanding of employability skills and skills for success in a range of competition activities representative of career planning;
- Evaluating relevant details in competition activities that best illustrate skills, knowledge and abilities;
- Preparing an effective, professional, and targeted job application, résumé and cover letter;
- Responding effectively to interview questions, with responses that are relevant to the questions asked, making clear links to the job posting applied for; competitors must communicate appropriate experience and skills, explaining how these align with the position requirements;
- Communicating understanding of effective career planning and skills for success through the delivery of a well-developed targeted presentation.
- Demonstrating how to effectively use general digital and software technology in the job search process.

3 CONTEST DESCRIPTION

3.1 List of documents produced and timeline for when competitors have access to the documents on the Skills/ Compétences Canada website

DOCUMENT	DATE OF DISTRIBUTION
Project	January 2022

3.2 Tasks that may be performed during the contest

- Conduct research into employability and skills for success⁷
- Prepare and submit a cover letter and résumé targeting one of two available positions in advance of the scheduled competition dates; due date is identified in the Test Project;^{6,8}
- Complete job application form targeted for a selected position⁶

- Complete job search skills for success exercise to assess the competitors' knowledge of employability and skills for success as they relate to the elements of an effective job search. ⁷
- Analyze information based upon employability and skills for success and deliver presentation.²
- Use technology for completion of assigned activities.⁹
- Convert and combine multiple word processing application documents into one PDF.⁹
- Respond to questions from a panel in a virtual interview, for the position for which they submitted their advance cover letter and resume. ^{2,7}
- Deliver a formal presentation to a panel;
- Respond to questions from a panel in a virtual meeting, related to the competitor's presentation.

Skills for Success - ²Communication, ⁶Writing, ⁷Problem Solving, ⁸Creativity & Innovation, ⁹Digital

4 EQUIPMENT, MATERIAL, CLOTHING

4.1 Equipment and material provided by the competitor and/or host facility

- Supporting material for your personal job interview.
- Competitors are responsible to ensure they have reliable access to technology and internet service to submit required documents and participate in virtual meetings.
- Students are responsible to communicate with their provincial Skills body for any technical or proctor needs
- Required clothing provided by the competitor
- Appropriate business attire for video and virtual

5 HEALTH AND SAFETY

5.1 Safety program

SCC has implemented a comprehensive safety program as health and safety is an integral part of our competitions. Our safety program includes guidelines and procedures to make the work environment in each skill area safer.

5.1.1 Safety manual

As part of our program a safety manual has been created to monitor and document health and safety within each skill area. It includes a definite plan of action designed to prevent accidents. The safety manual will be provided for every skill and these instructions must be followed and respected by all participants and officials at the SCNC.

5.1.2 Safety workshop

During orientation, Competitors will participate in a Safety workshop and they will be expected to work and maintain a safe working area during the competition. Any Competitor breaking any health, safety, and environmental rules, may be required to undertake a second safety workshop, this will not affect the Competitor's competition time.

5.2 COVID-19 Protocol

The COVID guidelines already in place within the participants' jurisdiction would need to be followed during the SCNC. It is the responsibility of the participants (Competitor, Proctors, NTC members, and anyone onsite during the competition) to ensure that the COVID guidelines are respected.

5.3 List of required personal protective equipment (PPE) provided by the competitor and/or host facility

- No PPE required

Note: Competitors who do not have the required protective equipment will not be allowed to participate in the competition

6 ASSESSMENT

6.1 Point breakdown

Note: This list is subject to change.

TASKS	/100
Email Submission of Full Package	5
Submitted Cover Letter	7
Submitted Resume	7
Submitted Job Application	5
Virtual Skills for Success Assessment	6
Presentation (content & structure)	10
Virtual Presentation Delivery & Questions	20
Professional Demeanor and Delivery	5
Personal Job Interview	35

7 CONTEST SPECIFIC RULE

Contest specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from contest to contest. Any additional contest rules will be reviewed during the competitor orientation.

TOPIC/TASK	CONTEST SPECIFIC RULE
Use of Technology	<ul style="list-style-type: none"> Competitors are able to use earbud/phones for use during live virtual interaction
Use of Technology	<ul style="list-style-type: none"> The use of all other technology requires advance permission
Use of Designated Proctor	<ul style="list-style-type: none"> Competitors may have an approved designated proctor present in person during the virtual interaction with the panel

8 ADDITIONAL INFORMATION

8.1 Interpreter

If a competitor requires the help of an interpreter during the competition, the Skills/Compétences Canada Provincial/Territorial offices must advise Skills/Compétences Canada National Secretariat a minimum of 1 month prior to the competition or this service may not be guaranteed.

8.2 Ties

- Tiebreaker #1: The competitor with the highest score in the Job Interview Responses will be used to break the tie.
- Tiebreaker #2: In the event a tie remains after applying criteria “a”, the highest score in the virtual presentation delivery & questions will be used to break the tie.
- Tiebreaker #3: In the event a tie remains after applying criteria “b”, the highest score in the Résumés criteria will be used to break the tie.

8.3 Competition rules

Refer to the competition rules of the Skills Canada National Competition which can be found on our website.

9 NATIONAL TECHNICAL COMMITTEE MEMBERS

MEMBER ORGANIZATION	NAME
Newfoundland and Labrador	Tania Evans-Doyle – Chair
Prince Edward Island	Michelle Williams
Nova Scotia	Lynn Hogan Gillespie – Co-Chair
Manitoba	Ryan Desjarlais
Saskatchewan	Gisele McCarthy
New Brunswick	Véronique Savoie

Contact the Skills/Compétences Canada national secretariat for any questions or concerns: Nathalie Maisonneuve (nathaliem@skillscanada.com).

