Skills Compétences Canada











CONTEST DESCRIPTION

Job Search

SECONDARY

Skills Compétences Canada
Calgary2027

Table of Contents

1 2

2 2

3 3

4 4

5 5

6 5

7 6

8 6

9 7

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

The Government of Canada has updated the previous Essential Skills framework to the new Skills for Success model in response to the evolving labour market and changing skill requirements. This model outlines nine fundamental skills Canadians need to thrive in work, education, training, and daily life.

Skills/Compétences Canada aims to highlight the importance of these skills, vital for success in trade and technology careers. Competitors can see how Skills for Success are integrated into contest descriptions, projects, and project documents. Recognizing these skills during the competition helps competitors match tasks with specific skills necessary for success and understand how these skills apply within their trade or technology programs and future careers.

The nine key Skills for Success, validated for workplace success, are:

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

These Skills for Success are detailed in sections 2.3 and/or 3.2 (to be completed by SCC) of your Contest Description and, if relevant, 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 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

12 hours: spread over two days.

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 skills for success and the career planning process;
- Applying an appropriate understanding of 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 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, exploration 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	December 2026
Job Descriptions	December 2026
Sample Presentation	December 2026

3.2 Tasks that may be performed during the contest

- Conduct research into skills for success[5]
- Prepare and submit a cover letter and résumé targeting one of two available positions in advance of the scheduled competition dates; due date to be identified in the Project document;

- Complete job search skills for success exercise to assess the competitors' knowledge of skills for success as they relate to the elements of an effective job search.
- Analyze information based upon skills for success and deliver a presentation.
- Use technology for completion of assigned activities.
- Convert and combine multiple word processing application documents into one PDF.
- Respond to questions from a panel of judges in an interview, for the position for which they submitted their advance cover letter and resume.
- Deliver a formal presentation to a panel of judges (may be open to public viewing).
- Respond to questions from a panel of judges, related to the competitor's presentation.

4 EQUIPMENT, MATERIAL, CLOTHING

4.1 Equipment and material provided by Skills Compétences Canada

- N/A

COMPETITORS WILL BE REQUIRED TO USE THE MATERIAL AND EQUIPMENT PROVIDED BY SCC. ALL OTHER MATERIAL AND EQUIPMENT WILL BE REMOVED FROM THE SKILL AREA.

4.2 Equipment and material provided by the competitor

- Supporting material for your personal job interview.
- **Competitors are responsible for providing their own computer** (laptop/PC/Mac/Chromebook) with an OS (operating system) that will support the use of Microsoft Office (Word), or related word processing software, and Adobe during the practical component of the competition.
    - It should be noted that internet access may be made available for specific tasks only; this will be addressed during the onsite orientation session.
- Device **MUST** have a USB port, or an accessory to support a USB. As well, devices should have a port or an adaptor for an HDMI.
- If competitors will be bringing a computer or laptop from their school (instead of their personal computer), they must ensure that the computer is "unlocked" so that documents and software can be accessible onsite.
- Competitors must bring their device to the onsite competitor orientation.
- Competitors may bring stationary related items such as pens, blank paper, highlighters, etc to use during the competition. Any notes taken during the competition may not be taken from the competition floor.

4.3 Required clothing provided by the competitor

- Day 1 – No jeans, athletic wear or shorts; however provincial shirts are acceptable
- Day 2 – Appropriate interview attire for the position to which they submitted their cover letter and resume

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 List of required personal protective equipment (PPE) provided by the competitor

- 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
Pre-submitted Cover Letter	5
Pre-submitted Resume	5
Onsite Skills for Success Assessment	5
Onsite Skills for Success Exploration	15

Presentation (content & structure)	14
Onsite Presentation Delivery & Questions	14
Professional Demeanour and Delivery	7
Personal Job Interview	30

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 – USB, memory stick	● Competitors are not allowed to bring USB/memory sticks into the skill area
Use of Technology – personal cameras	● No cameras are allowed in the skill area.
Use of Technology – software	● All competitors will start with a blank presentation; and may use generic templates or themes. Pre-prepared presentations are not permitted
Use of Technology – personal mobile devices	● Use of personal mobile devices requires the prior permission of the National Technical Committee (NTC). Devices must be in airplane mode during portions of the competition and may be randomly checked by the NTC. Devices may be confiscated by NTC. NTC and SCC are not responsible for lost or stolen devices.
Use of AI	● While AI tools can assist in preparation, the competition focuses on evaluating participants' personal skills, confidence, and presentation abilities in a real-world setting.

8 ADDITIONAL INFORMATION

8.1 Interpreter

If a competitor requires the help of an interpreter once onsite 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 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 pre-submission cover letter and 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
Nova Scotia	Kathy Greeno – Co-Chair
Saskatchewan	Michele Geres
Manitoba	Lisa Gibb
Prince Edward Island	Patty Bell
New Brunswick	

Contact the Skills Compétences Canada national secretariat for any questions or concerns: Olga Malvine Rwemera (ollgamr@skillscanada.com).