

# LOOKING AT THE CAREER LADDER



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publicjobs

# Looking at the Career Ladder

Student Cohort: Transition Years/5th Years/LCA/LCVP

## Prior Learning:

- Students will be aware of different careers and job roles.
- Students will be familiar with the wider sectors from their career guidance studies.
- Students will know how to conduct reliable research.
- Students will be aware of aligning interests to roles.
- Students will know how to identify if a job is within the public sector during a career search on CareersPortal.ie.

## Resources :

- PC
- Projector
- publicjobs website
- PowerPoint
- Whiteboard
- Bank of role worksheet
- Bank of role descriptions

## Learning Outcomes:

- Be aware of the significance of their entry point on the career journey (in terms of training). Where will I enter the career ladder if... (PLC, College, After school, etc.)
- Relate qualifications, training, experience, interest and suitability/motivation to one's progress along the career ladder (in any profession or sector) and the impact on pay/responsibility (It's only a job if you aren't enjoying it!).
- Familiarise with a number of examples of this in action (teachers, architect, soldier, administration official). Discuss the similarities of the progression within the public & private sector (use of the ladder visual).

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## Stages of the Lesson:

1. Use the slide to open a discussion on 'career ladder'. What do we know about it? Brainstorming session.
2. Display the definition slide.
3. Use the discussion prompts to deepen the learning and provoke higher order thinking.
4. Use the school principal as a relatable example:
  - a. Student - graduate - trainee teacher - experienced teacher - assistant principal - deputy principal - principal.
  - b. What happens at each stage (example: experience, upskilling, networking, confidence, friendship, experience, pay etc)?
5. Explain the concept of career progression and that it is present in both the public and private sector. Career progression tends to happen naturally through life as a result of experience and learning. When you enjoy and are challenged by a role you will seek out opportunities and have chances to grow personally and professionally.
6. Introduce the students to Activity 1, which allows time to consolidate the learning of the order of progression in the example (ensure the previous slide is not displayed during the task).



# Looking at the Career Ladder

**Activity 1: Answer Key** Put the career ladder of the school principal in order

Trainee Teacher.....	3
Principal.....	7
Student.....	1
Assistant Principal.....	5
Experienced Teacher.....	4
Graduate.....	2
Deputy Principal.....	6

7. Introduce the students to Activity 2, which explores the skills required to climb the sample career ladder. Use this task and the answers to discuss the skills development journey.

## Activity 2: Answer Key

Match the words from a typical school principal's journey to the definition

A meeting in which someone asks you questions to see if you are suitable for a job or course	Interview
Study, where the student has already received one degree and is studying at a university for a more advanced qualification	Postgraduate Study
The quality of being certain of your abilities or of having trust in people, plans, or the future	Confidence
The process of learning new skills or of teaching workers new skills	Upskilling
A student who is studying for their first degree at a college or university	Undergraduate
The activity of meeting people who might be useful to know, especially in your job	Networking
The willingness to give a lot of time and energy to something because it is important	Dedication
A promise or firm decision to do something	Commitment
A series of jobs from the lower paid with less responsibility to the highest paid with the most responsibility within a company or particular profession	Career Ladder

# Looking at the Career Ladder

8. Discuss briefly the groups within the public sector.

- a. Civil Service eg. Clerical Officer
- b. Professional & Technical eg. Engineer, Architect
- c. Public Service eg. Garda, Teacher


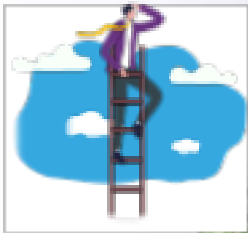
9. Introduce the slide below, to incorporate the terms 'Entry Level' and 'Graduate Entry'. Explain that some jobs have entry level (administration, apprenticeships etc.) route and others do not (teaching, architects etc).

10. Use the prompts to discuss moving along any given career ladder. The difference training, education, experience, enthusiasm and opportunity can make.

## Where do I start in the Public Sector?

- A combination of education, training, experience and determination will get you on the ladder, determine what 'point' you start at and how far you 'climb'.
- Entry level civil service: There are a wide range of roles in the Public Sector that do not require a degree. For early school leavers, entry to the civil service is typically at the 'Temporary Clerical Officer' and 'Clerical Officer' level.
- Graduate level civil service: Also called 'Administrative Officer', various roles & departments. Accessible after attending college and securing a NFQ Level 8 qualification.

**Tip:** Make sure you enjoy whatever role you are in; this will make the journey more enjoyable!



11. Discuss the civil service careers ladder with the students, noting that there are two other branches within the public sector. Introduce Activity 3 and read the task with your the students, leaving the slide on screen.

12. Instruct the class to work individually or in pairs to complete the sample letter of application for a role as an executive officer. This is not 100% accurate, but it should allow the learners to think about how to impress and achieve in order to progress along any career ladder.

13. Discuss and explore interest among the group.