

2021 PROVINCIAL SKILLS CANADA COMPETITION



CONTEST DESCRIPTION

CONTEST AREA: JOB SEARCH		LEVEL: Secondary
COMPETITION SCHEDULE: Wednesday, April 21		LOCATION: COMPETITOR'S SCHOOL. SEE COMPETITION FORMAT INFORMATION BELOW
Registration	7:45	
Orientation	8:00-8:30AM	
Competition	8:30PM-3:00PM	
DURATION: 1 HOUR AND 15 MINUTES TOTAL		REGIONALIZED: NO
<p>COMPETITION FORMAT: (VIRTUAL/ IN SCHOOL) All secondary competitors will be competing with in their school environment and must arrange in advance with a teacher for a safe competition location, according to their school's Covid-19 safety policies. They will need to prepare their competition space with all of the required tools, equipment, materials, and technology (as listed below) that will be needed to complete the competition. Teachers and competitors will need to work together to ensure the competitor is ready for success on their competition day.</p> <p>Each competitor must have a teacher/ supervisor available throughout the day, in case of incident. (Teacher/Supervisor must be present at the competition orientation.)</p> <p>Competitors and Teachers should be prepared to receive additional information about the competition projects, livestreams, shipping, etc. prior to the competition. Please ensure you are double checking for emails from Skills, including checking junk mail.</p>		
<p>WEBEX LIVESTREAMS: Competition Orientation: The competition will begin with a virtual orientation. Competitors will join the assigned videoconference link that will be emailed to all registered competitors for the competition orientation. Camera's MUST be on and competitors visible on the camera during the orientation. An email with the WebEx link will be sent out in advance of the competition.</p> <p>Live Streamed Competition: Competitors will participate in a virtual Job Interview via WebEx. Camera's MUST be on and competitors visible on the camera, as well as mics working. Competitors must consider their camera angle and lighting in advance of the competition. It is the competitors responsibility to ensure they are prepared for livestreamed video interview</p>		
<p>PROJECT SUBMISSION DEADLINE: MONDAY, APRIL 19TH AT 4:00PM (RESUME AND COVER LETTER)</p> <p>PROJECT SUBMISSION LINK:</p> <ul style="list-style-type: none"> https://form.jotform.com/SkillsAB/2021PSCC 		

2021 PROVINCIAL SKILLS CANADA COMPETITION



- Multiple files can be uploaded at once, each file has a maximum size of 1G. If file sizes are larger than 1G, please follow alternate instructions through the submission link.

ACCEPTED FILE TYPE: pdf, doc, docx, xls, xlsx, csv, txt, rtf, html, zip, mp3, wma, mpg, flv, avi, jpg, jpeg, png, gif. If you would like to submit a different type of file, please place it in a zip folder.

To create a zip folder – Select all the files that you would like to submit and right-click your mouse, a menu will open, select Send To, and then click on Compressed (zipped) folder. A zip file will then be created containing your submission documents.

Submissions will be due within 15 minutes of the end of competition time. Please note: Late submissions sent after the date and time specified above will not be accepted.

SAFETY:

The health, safety and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

Safety Checklist: It is the responsibility of each competitor and teacher to review the Safety Checklist (<https://skillsalberta.com/additional-2021-competition-resources/>) in advance of the competition and ensure they are able to meet all safety requirements. During the orientation, the safety checklist will be formally reviewed.

AWARDS CEREMONY INFORMATION: Please join us for a live virtual awards ceremony on May 13th at 6:30PM.

Please note: This document is subject to change as competition information is updated. Competitors are responsible for staying up to date with the most recent information. Check the footer for last updated date. Changes will be highlighted in yellow.

CONTEST INTRODUCTION

Purpose of the Contest:

In today's job market, strong application skills are crucial. The virtual job search competition stresses the importance of an effective resume and cover letter skills in securing employment. The Job Search competition simulates the application process that any job seeker will experience. Competitors are evaluated on their ability to present their application in an effective and professional manner.

2021 PROVINCIAL SKILLS CANADA COMPETITION



PROJECT DESCRIPTION

The competition will be the following:

1. **Resume & Cover Letter Submission: Due April 19th at 4:00pm**

- Competitors shall apply for one of the two mock positions posted at the end of this document.
- Submit the cover letter and resume as a **single PDF document**.
- Quality and presentation of the entire submission will be reviewed and critiqued by official judges.

2. **Job Interview:**

A random draw for interview times will take place at the morning orientation. All competitors for that day **must attend the orientation session at 8:00am**

This will be a panel interview and will take approximately 20 minutes. Competitors should prepare for the interview by developing the following abilities:

- Greet interviewers and introduce yourself
- Know the aspects of making positive first impressions
- Develop listening skills and show sincere interest
- Pronounce words in clear and understandable manner
- Know their personal qualities and how to “sell themselves” to a prospective employer
- Knowledge of prospective employer

All competitors will be asked similar questions during the interview.

EQUIPMENT & MATERIALS

School/Competitor Provided Tools, Materials, and Equipment*

- Computer with ability to connect to Webex.
- Internet connection able to maintain a livestream feed.

*Competitors and schools will need to work together to arrange for the tools, equipment, and materials provided by the competitor. If a competitor and/or school is not able to procure a certain item, please contact mikes@skillsalberta.com to inquire if additional arrangements can be made.

2021 PROVINCIAL SKILLS CANADA COMPETITION



VIRTUAL COMPETITION RESOURCE SUPPORT FORM

A \$40 competition resource subsidy is available to all competitors. It is intended for items that were purchased to support competitors (e.g. food supplies, materials, technical equipment, tools, etc.). The form can be accessed at the following link: <https://skillsalberta.com/additional-2021-competition-resources/>

JUDGING CRITERIA

Item	Point Value
Cover Letter	20
Resume	30
Job Interview	50
TOTAL	100

TIE BREAKING PROCESS

In the event of a tie once scores are tabulated, judges will determine the winner by highest score in the Job Interview.

CLOTHING REQUIREMENT

Appropriate business casual clothing must be worn to compete. All clothing must be neat and clean, and free of rips and tears. Casual wear such as shorts and open toed shoes/sandals will not be permitted. No loose-fitting clothes or jewelry.

ADDITIONAL INFORMATION

Skills Canada Alberta Regional and Provincial Rules and Regulations
[Regional and Provincial Rules and Regulations](#)

Competitor Registration

Competition Registration will open online at <https://portal.skillsalberta.com/> on January 12, 2021 at 8:30AM for the Regional Skills Canada Competition and on January 14, 2021 at 8:30 AM for the Provincial Skills Canada Competition (PSCC)

Lunch

Lunch will be provided by Skills Canada Alberta

2021 PROVINCIAL SKILLS CANADA COMPETITION



Virtual Awards Ceremony

The Virtual Awards Ceremony will take place **Thursday, May 13th at 6:30PM**. A link will be made available on the website with additional information.

Team Alberta Information

Team Alberta will be selected from competition Gold medalists who will then be eligible to participate at the Skills Canada National Competition (SCNC) in a virtual format May 25-30, 2021. It is recommended that competitors review the SCNC contest description to be familiar with the national contest description and project at <http://www.skillscanada.com/>.

Ethical Conduct

We recognize that participants will be competing individually in their own unique environments. We expect all competitors to compete fairly, respecting and abiding by the established rules in the true spirit of Skills Canada Alberta.

Letter of Participation

Competitors who participate in the 2021 Provincial Skills Canada Competition are eligible for a Letter of Participation that can be downloaded on the Registration Portal after the competition ends.

2021 PROVINCIAL SKILLS CANADA COMPETITION



JOB POSTINGS:

Employment Opportunity #1

Junior Construction Labourer

We are seeking youth interested in the construction trades for summer employment in our busy residential renovation company. The Junior Construction Labourer will assist with a variety of tasks including demolition, framing, dry walling, and interior or exterior finishing. The successful candidate will contribute to maintaining a clean worksite and perform other assigned tasks. The candidate must be energetic, take pride in their work, and enjoy working both indoors and outdoors. Initial training and safety orientation will be provided to all successful applicants.

We require the following:

- **Team Contributor:** you are helpful to others in getting work done cooperatively;
- **Customer Focus:** you are responsive to the needs of others;
- **Positive Attitude:** you bring an upbeat attitude to our busy worksite;
- **Communication:** you listen well and express yourself clearly;
- **Other:** ability to carry heavy materials and exert yourself physically during long shifts;
- **Other:** ability to work safely and adhere to all safety procedures and requirements;
- **Licenses/Certifications:** current first aid certification and an acceptable criminal record check are required.

A driver's license, with a clean driving record, is not required but would be an asset

Full-time or part-time hours are available from late June to Late August. With good performance, there may be an opportunity for continued part-time employment during the school year or repeat employment in future summers.

Please email your resume and cover letter in **one PDF** file no later than 4:00 PM on April 19th, 2021 at:

<https://form.jotform.com/SkillsAB/2021PSCC>

2021 PROVINCIAL SKILLS CANADA COMPETITION



Employment Opportunity #2

Catering Assistant

We are seeking secondary students with an interest in working with our food catering professionals. Gastronomic Kitchens has been recognized as one of the up-and-coming food caterers in town and has a reputation for delivering excellent service and scrumptious food. We have full-time and part-time hours available for qualified youth during our busy summer period

As part of our dynamic team of food professionals, you will have a varied role which will involve preparing and packaging food for transport to our customers, serving various functions and parties, assisting in the site setup and cleanup when required, as well as working with our event planners.

We require the following:

- **Team Contributor:** you work well with others and help the group achieve goals in a cooperative manner.
- **Self-motivated:** you take initiative to do work without continual direction.
- **Customer Focus:** you strive to meet the expectations of, and provide an extraordinary experience for, our customers.
- **Positive Attitude:** you have an upbeat attitude, and sense of fun.
- **Communication:** you clearly express yourself verbally and in writing.
- **Education/Experience:** previous training or experience working in food preparation of hospitality is desired, but not a requirement.
- **Licenses/Certifications:** current first aid certification and an acceptable criminal record check are required. A food safety certification workshop will be provided to successful applicants.

A driver's license, with a clean driving record, is not required but would be an asset

Full-time or part-time hours are available from late June to late August. With good performance, there may be an opportunity for employment in future years.

Please email your resume and cover letter in **one PDF** file no later than 4:00 PM on April 19th, 2021 at:

<https://form.jotform.com/SkillsAB/2021PSCC>