

2022 SECONDARY SKILLS CANADA ALBERTA VIRTUAL COMPETITION



CONTEST DESCRIPTION

CONTEST AREA: JOB SEARCH	LEVEL: Secondary
COMPETITION SCHEDULE: Competition Date: Monday, April 11 Mandatory Registration – 7:30AM Mandatory Orientation – 8:00AM Interviews Scheduled (in advance) between 8:30AM – 4:00PM	LOCATION: COMPETITOR’S SCHOOL. SEE COMPETITION FORMAT INFORMATION BELOW LIVESTREAMED: YES – COMPETITORS WILL BE REQUIRED TO BE ON CAMERA THROUGH THE ENTIRE COMPETITION
<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 Registration and Orientation: The competition will begin with a mandatory virtual registration. Competitors will join the assigned link that will be emailed to all registered competitors and registering teachers in advance. This will be the time that competitors are able to check in and ensure sound, cameras, and tech are working appropriately. The registration will be followed by competition orientation. Camera’s MUST be on and competitors visible on the camera during the orientation.</p> <p>Competition Livestream: Competitors must remain on camera through their entire competition. 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 competitor’s responsibility to ensure they are prepared for the competition livestream.</p>	

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PROJECT SUBMISSION DEADLINE: April 4th by 4:00PM (Resume & Cover Letter Submission)

PROJECT SUBMISSION LINK:

- <https://form.jotform.com/SkillsAB/2022SCAVC>
- 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 file – 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.

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 in advance of the competition to ensure all safety requirements are met prior to the competition. During the official competition orientation, the Safety Checklist will be formally reviewed. The Safety Checklist is posted as a sperate document with the Contest Description.

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

PROJECT DESCRIPTION

The competition will be the following:

1. Resume & Cover Letter Submission: Due April 4th 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.

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EQUIPMENT & MATERIALS

School/Competitor Provided Tools, Materials, and Equipment*

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

JUDGING CRITERIA

Item	Point Value
Cover Letter	20
Resume	30
Job Interview	50
<i>TOTAL</i>	<i>100</i>

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

Registration for Secondary Skills Canada Alberta Virtual Competition will open online at <https://portal.skillsalberta.com/> on January 26, 2022 at 8:30 AM. There will be no registration fee for competitors to compete. Late cancellation or drop-spots fees may apply.



Lunch

Lunch will NOT be provided.

Virtual Awards Ceremony

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

Team Alberta Information

Top eligible medalists will compete virtually in the Skills Canada National Competition (SCNC) May 16-27, 2022. 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/>.

If a competitor is not able to attend the SCNC, competitors MUST notify Katherine Kupchenko katherinek@skillsalberta.com prior to the start of competition. If a gold medalist is not able to attend the SCNC, the next top-ranking individual will be asked to participate.

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 2022 Provincial Skills Canada Competition are eligible for a Letter of Participation that can be downloaded on the Registration Portal after the competition ends.

Questions?

Please contact Whitney Koop whitneyk@skillsalberta.com if you have any questions regarding the Contest Description.

Committee Members

Ana Sabo	
Anju Symington	

JOB POSTINGS:

Employment Opportunity #1

Line / Prep Cook

We are seeking youth interested in the culinary trade for full-time work as Line / Prep Cooks in fast-paced upscale restaurant during our busy summer season. The Line / Prep Cook will assist with a variety of tasks, including opening the line, prepping items, working in any of the stations on the line, wrapping, closing and cleaning each night to maintain a clean work environment. At Northlands Park, we prepare our own sauces, dressings and desserts, and cook meats and seafood to order, so a previous experience in the trade would be an asset. Cross training from pantry to sauté to grill will be provided.

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 and dedicated to meeting the expectations of customers;
- **Positive Attitude:** you bring an upbeat attitude to our busy workplace;
- **Communication:** you listen well and express yourself clearly;
- **Self-motivated:** you take initiative to do work without continual direction.
- **Other:** aptitude for cooking

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 4th 2022** **to:**

Ana Sabo
Provincial Technical Committee Member
Job Search Competition
Provincial Skills Canada Competition
ana.sabo@toombsinc.com

Employment Opportunity #2

Day Camp Leader

We are seeking secondary students who have an interest in working with children aged 6-9 for the summer months. At Leisure Centre, we have a dynamic team that is recognized for building community spirit. Full time and part-time opportunities are available from July through the end of August.

As part of our dynamic team, you will have a varied role which will involve planning and organizing play activities, leading and supervising children aged 6-9, developing, planning, and implementing four one-week day camp programs under supervision of the recreation programmer.

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.
- **Positive Attitude:** you have an upbeat attitude, and sense of fun.
- **Communication:** you clearly express yourself verbally and in writing.
 - **Education/Experience:** current Standard First Aid Certification is an asset. Previous experience working with children is desired.
- **Licenses/Certifications:** Class 5 Driver's License is an asset. A criminal check will be mandatory upon hiring.

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 4th 2022 to:**

Ana Sabo
Provincial Technical Committee Member
Job Search Competition
Provincial Skills Canada Competition
ana.sabo@toombsinc.com