



CAREER SERVICES
THE ENTRANCE EXAM EXPERTS

PUBLIC SERVICE CAREERS PREPARATION COURSE

Providing your clients with the
confidence and motivation to pursue
a career in the public service

OUR COURSE SUPPORTS THE DELIVERY OF SICAP

SICAP Programme Aim:

The aim of the Social Inclusion and Community Activation Programme (SICAP) is to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration. SICAP Programme funding is administered by Pobal and is co-funded by the Irish Government.

Who will benefit most from our training course? Job Seekers/Unemployed (including those not on the live register).

Our training courses promote positive personal, social and economic outcomes for learners and are directly linked to the **high-level goals of SICAP**.

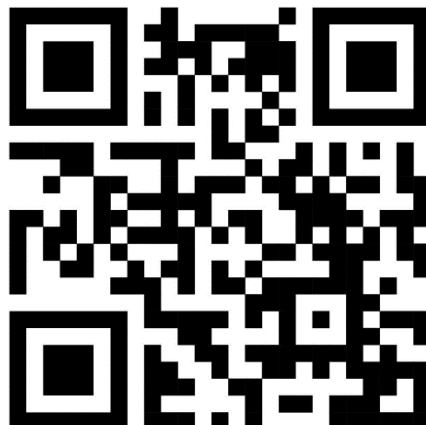
Our courses:

- Encourage greater participation by members of disadvantaged groups and communities in a community development context.
- Positively impact on participants' learning aspirations and/or personal development.
- Help individuals and target groups of impoverished areas to access employment opportunities by preparing individuals to be better prepared for the labour market (i.e., more job ready).

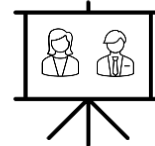
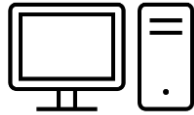
These courses will be of particular interest to Programme Implementers and Local Community Development Committees (LCDCs) who are interested in running SICAP funded training courses.

We are always developing new courses and information sessions to meet the intervention needs of Local Development Companies and Partnerships. Please contact us if you would like to discuss an idea.

We have outlined details of our Public Service Careers course in the following pages or find out more on our website with the QR code.



PUBLIC SERVICE CAREERS COURSE



This course is designed to provide participants with an understanding of how public service recruitment campaigns work and how to prepare for success in the recruitment process including the application form, assessments and interview.

The course is suitable for those considering entry into a variety of different public service careers including An Garda Síochána, Clerical Officers, Prison Officers, Paramedics, etc. as well as private companies like Lidl, Aldi, ESB, eir, and any other company that uses psychometric tests as part of their recruitment process.

What's Covered:

- Public Service Recruitment Overview
- Assessment Questionnaires
- Psychometric Assessments
- Competency Based Interviews

Delivery Method:

- Full day course (in-person or via live webinar)
- Printed workbooks
- E-Learning platform (12 Months Unlimited Access)

Course Outcomes:



Attendees finish the course with a sense of achievement and the confidence and motivation to apply for public service recruitment competitions.



Additional Information

How long is each course?

We can deliver the course in-person or via a live webinar session. Our course generally runs from 10.00am - 6.00pm. We would break for an hour at 1.15pm and for 15 minutes each at 11.30am and 4.00pm. However, we are flexible to your needs and can adapt the timeframe as required.

How many trainers deliver the course?

The following trainers would run the course:

1. Patrick Nealon
Position: Head Tutor/Instructional Designer
Qualifications: BEng. in Structural Engineering, Level A and Level B in Occupational Test Use, Member of the British Psychological Society
2. Eddie Nealon
Position: Company Director
Qualifications: BSc. in Computer Science, Post Graduate Certificate in Education, Level A and Level B in Occupational Test Use, Member of the British Psychological Society

Who organises the venue/refreshments?

The venue and refreshments are the responsibility of the partnership company.

What type of room is required? Is it classroom style, theatre style, u-shape?

Classroom style setup with a capacity for a maximum of 50 attendees (40) would be required.

What other equipment is required for the classroom courses, e.g., projectors, etc?

The room would require a projector screen at the top of the room. We could provide a projector, but we would not be able to transport a projector screen.

What experience does your company have?

We have been in business since 1987. Each year, we run approximately 100 courses which are open to members of the public. We also run numerous 1-day courses in association with Local Development Companies.

Could you give me contacts of other SICAP partnerships that have used your services?

Yes. References are available on request.

Price

€3,000

More Questions?

Please do not hesitate to contact us at **028-22977** or info@careerservices.ie



Testimonials

Here are just a few testimonials from recent courses:

"Many thanks for delivering a very informative day's training for Bray Area Partnership – we have received great positive feedback from our clients, and I am hopeful that our clients will benefit from this training long into the future. I was talking with a few of them today and it has definitely given them confidence to start applying for public jobs. I would have no hesitation in recommending Career Services as they are extremely professional and a pleasure to work with".

**~ Susanne Martin (Education Training Officer)
Bray Area Partnership**

"Career Services have facilitated some training for Mayo North East under the Social Inclusion and Community Activation Programme. I have found them to be very professional and a pleasure to work with. The level of detail delivered and the feedback from all the participants on workshops was excellent. I would have no problem recommending Career Services to other organisations or individuals".

**~ Niamh Chartlon (Education, Employment and Enterprise Officer)
Mayo North East LEADER Partnership Company Teo (trading as Mayo North East)**

"CS Career Services Ltd is a skilled and professional training company with a very positive and can-do attitude. They demonstrate an excellent understanding of our client base and the supports needed to commence progress or return individuals to the workplace. They provide concise and relevant training attentive to current employment opportunities whilst meeting the requirements of our training participants. I would highly recommend any individual to complete the training provided by Career Services."

**~ Anne-Marie Carroll (Development Officer)
South West Mayo Development Company**

"Just wanted to send a brief note thanking you and all the team from Career Services. I've passed all stages. I can easily say there's not a chance I would be here had I not done the course. The online site, which I used literally every day was an invaluable source for preparation. The interview course also gave me great confidence going in to my interview. Thank you!"

~ Patricia Corben, Dublin (Clerical Officer)

"I would just like to thank ye guys for getting me through the rigorous selection programme for An Garda Siochana. I availed of all of your courses on offer for Stage 1, 2 and 3 and passed all of them with flying colours. I completed stage 4 recently and am now awaiting my intake date into Templemore. Thank you so much for all of your help over the last few months and I will be recommending your services to anyone I meet."

~ Alan Lewis, Co. Limerick



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