Guidelines for Completing Code of Practice and Online Cooperative Education CV

Access and submit the Code of Practice and Cooperative Education CV

In preparation for placement, you are required to complete and submit the Code of Practice and online Cooperative Education CV. Remember securing interview opportunities is largely determined by the quality and content of the Cooperative Education CV.

This online CV is the <u>only</u> version that is accepted for the Cooperative Education Programme.

In order to access the Cooperative Education CV, you must tick to accept the Code of Practice.

Access and submit the Code of Practice

1. Click Log in to the portal (ul.ie) and enter the following details in the format outlined:
a. ID / Username:
b. Pin / Password:
c. Click Log In:
d. Date of Birth (DDMMYY):
e. Select 'Go'

2. On the left-hand side of the screen select Student Records. On the right-hand side, select Code of Practice and Student CV in the Cooperative Education & Careers Division section.
3. Once you have read and understood the Code of Practice, tick the box in the full acknowledgment that: "By ticking this box, I declare that I have read, understand and agree to all of the above". This will allow you to access your Cooperative Education CV by clicking the button: "Click to access COOP CV".

How to update your Cooperative Education CV

This section looks at the structure of the online CV and how you progress through the document.

1. A list of personal details will automatically appear e.g. name, address, and telephone number. (If any of these details are incorrect please log on to the Student Administration Portal. Under Student Portal Options you will find "View / Edit your personal details").

2. Select *Work Experience* and list any previous work experience, starting with your most recent. Please note that the job title section is limited in space. The information entered here is confined to the name of your previous employer, dates of work experience and your job title.

3. Select *Skills* at the top or bottom of the screen. Select the down arrow in the skill column.
    a) Select a skill from the dropdown list.
    b) From the column captioned "level", select the level of skill, e.g. Basic, Proficient or Very Proficient.
    c) The right hand column (notes) will allow you to give further details:
        E.g. where driving licence is selected the note could be that you have your own car or how long you had your licence.
        Keep the text to a minimum here as the notes section is restricted in length.
        Use the additional information fields for anything extra that you may wish to say.
    d) Use the "Add" button to add additional skills to the CV and repeat a-c above.
    e) Similarly, use the Delete button to remove skills. When all skills are added, remember to **Click SAVE!**

4. Click into the textbox on Communication: (Example – use evidence of any presentations delivered to class groups/experience in customer service/ Honours LC English or evidence of good written skills/evidence of good listening skills.) **Click SAVE!**

5. Click into the textbox on Teamwork: (Example- Use evidence of your membership of Clubs and Societies, any activities or assignments that you have undertaken as a part of a group Sport activities, volunteering.) **Click SAVE!**

6. Click into the textbox on Problem Solving & Analytics: (Example - Use evidence of how you organise your time with regard to work and study. How you make informed, effective and timely decisions. Detail any analytical or EXCEL based project that you may have completed) **Click SAVE!**

7. Click into the textbox on Using Initiative: (Example – Use evidence of how you approach sourcing accommodation, finding part time work, getting involved in volunteering, fundraising etc.) **Click SAVE**!

8. Click into the textbox on Project/Portfolio/Volunteering: Provide information on your individual UL course projects, (if you have an e-portfolio add the link here), Use evidence of how you engage with clubs, societies, fora. Use evidence of any positions of responsibility that you have held or volunteer work that you have undertaken. You could use this section to insert your LinkedIn profile. **Click SAVE!**

9. Click into the textbox on Additional Information: Include additional information not covered in the sections above, for example, hobbies, interests, certificates and achievements. Your individual story. **Click SAVE!**

10. You can view your Education details by selecting the Education link.

Useful tips for completing the Coop CV

1. Please ensure that you complete all sections.

2. Please ensure that all sections are spellchecked and proof read.

3. Please ensure that you save at regular intervals.

4. Please ensure that you complete the Key Skills Profile using the 'skills button' on top right hand side of the screen (This is a drop down menu; use the 'skills button' to include additional skills).

5. Most of the detail requested under the Education Section will transfer automatically from the student record system into the online version of the Cooperative Education CV.

6. If you entered UL through the CAO your Leaving Certificate results will appear automatically. If you did not enter directly through the CAO and you would like a potential employer to view your Leaving Cert results or equivalent you will need to provide the Cooperative Education & Careers Division with an official copy of your results.

7. Please take time to complete the section on work experience. The job title section is word limited and will only allow you to insert a max 3 words. It would be best to complete all other sections of the CV first, save those changes and complete the work experience section last.

8. To tell your story effectively it is really important that you pay particular attention to the headings under the 'Skills Profile' sections.

9. Consider providing a link to your LinkedIn profile.

10. You may have a portfolio of projects or a link to blogs, particularly if you are interested in a role in marketing or media. Please provide a link to your professional portfolio or blog so potential employers can review.

11. Email addresses and contact numbers are not visible on the version of the CV that is sent to employers as all contact with employers is centralised through the Cooperative Education & Careers Division.

12. Miscellaneous section – this appears when you log in to the CV but is not visible on the version that is sent to employers.

13. Work Experience – In the print preview version of the CV only the first 3 entries of work experience are visible. However, on the employer version, all entries of work experience are visible.

14. Please ensure that you have clicked "Save" when you have completed your CV. Clicking "Save" will ensure that your CV is submitted.