

THE OXFORD CAREER GUIDANCE HANDBOOK



An essential guide for
Senior Phase learners, teachers and parents

Teacher's Hotline
0800 202 463

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Introduction

Dear Senior Phase Teacher

This booklet has been designed to guide your learners through the 10 steps to choosing the best career. It can be used by:

- * learners who are deciding on which subjects to choose for a future career
- * learners who are applying for tertiary study
- * parents who would like to guide their children on career decisions
- * teachers who would like to guide and assist their learners in making sensible career decisions

Share these 10 steps to choosing the best career with your learners:

1. Get perspective
2. Know which subjects to choose
3. Know your options for study opportunities
4. Know and understand your strengths and weaknesses
5. Use your skills and interests to assess yourself
6. Understand the different types of institutions
7. Get the correct documentation
8. Understand how to apply for bursaries, scholarships or financial aid
9. Know how to make yourself indispensable
10. Know where to get further information

We hope that you find this booklet useful and that it helps you to guide your learners to make the best subject choice - and further down the line the best career choice - based on their strengths, skills and passions.

The Oxford Team

1. Getting perspective

"Choose a job you love, and you will never have to work a day in your life."

(Confucius)

People's careers are no longer what they were in the past. Many people change jobs up to five times before they are 35 years old. This is important to consider when choosing your field of study.

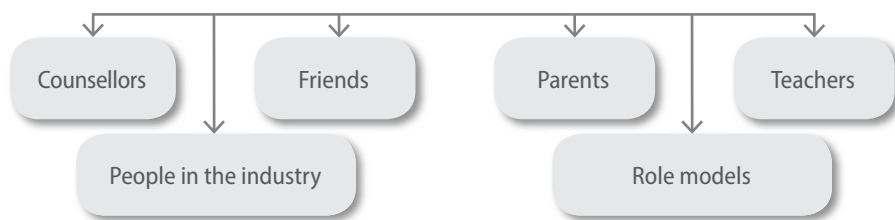
While some people know from childhood what career path they want to follow when they grow up, you may be struggling to decide what you want to do. It can be scary to have to decide on a career now, and that you will have to stick to it for the rest of your life. Career guidance doesn't tell you what you have to do, but uses information about you to narrow down the options so that the process is not as daunting. You don't want to be three years into studying for a particular job before you realise that you want to be something else.

Five key facts that will never change

1. Choose a career field that interests YOU
2. A qualification or certification behind your name is very important
3. Always look for opportunities to grow and develop yourself
4. Experience is just as important as knowledge
5. Make yourself indispensable by being proactive and taking initiative in your job

No matter what career decision you make, ensure that it is an informed decision and that you have weighed up all your options.

Where to get career guidance



There are many different people and resources you can use to find out information and get career guidance. It is a good idea to speak to many different people to get an overall perspective.

Career guidance counsellors

Professional career counsellors help and support people with career-related challenges. They assist in putting people on the correct path, and provide information which can be useful when you make your career-related decisions. They are knowledgeable about career paths in general, and have experience in matching people's personalities, abilities, skills and personal preferences with the most appropriate career opportunities. They have knowledge of careers and the type of qualifications, experience, skills and knowledge needed for success in various careers.

It is their role, through counselling, to support people in gaining a better understanding of what really matters for them personally, how they can plan their careers and make tough decisions.

Involving your parents

You may be feeling confused about what you want to study, or you may be perfectly sure of your choice. Either way, asking your parents or a trusted adult for their advice can be beneficial. They know your personality, and have a world-view that is a bit more experienced than yours. You are not asking your parents to tell you what to study, you are asking them for their opinions and experiences so that you can make a more informed decision for yourself.

Get all the information you require for studying towards the career as well as for being in the career, so that you can make short, medium and long-term goals.

Even if you are unsure of an exact career, you can study the skills required for a range of careers that include the ones you are interested in.

2. Know which subjects to choose

The subjects and the combination of subjects that you choose in Grade 10 will affect your career path. It is essential to choose subjects that fit into your future plans. Certain fields of study require a specific subject combination or require you to take certain subjects.

Required and optional subjects for careers

Required subjects	Career	Qualification	Optional subject
Mathematics	Accountant or Chartered Accountant	B.Comm Accounting / Bachelor of Accounting	Accounting
	Architect	Bachelor of Architectural Studies	Engineering Graphics and Design
	Actuary	BSc in Actuarial Sciences or BEconSc	
	Law (can also pursue with high Maths Literacy score)	LLB	History Business Studies Accounting Economics
	Quantity Surveyor	BSc in Quantity Surveying	
Mathematics or Mathematical Literacy and Life Sciences	Nursing	B. Tech/Bachelor of Nursing	Life Sciences
	Occupational Therapy	BSc in Occupational Therapy	Life Sciences
	Farmer	B. Tech Agricultural Management	Agricultural Sciences/ Management
	Paramedic	B. Tech Emergency Medical Care	Physical Sciences Life Sciences
Mathematics and Science	Dentist	BDS	Life Sciences
	Doctor	MBChB	Life Sciences
	Electrical Engineer	BSc /B. Eng or B. Tech	Electrical Technology
	Mechanical Engineer	BSc /B. Eng or B. Tech	Engineering Graphics and Design

Taken from *Headstart Life Orientation Grade 9 Learner's Book*

Required subjects	Career	Qualification	Optional subject
	Mining Engineer	BSc/ B. Eng or B. Tech	
	Geologist	BSc	Geography
	Actuary (second route)	BSc	
Languages	Social Worker	BA Social Work	
	Teacher	B.Ed or B. Tech	
	Human Resources	BA	
	Psychologist	BA in Psychology	
	Marketing	BA or B. Tech	Business Studies
	Actor/Performer	BA or B. Tech	Dramatic Arts

Taken from *Headstart Life Orientation Grade 9 Learner's Book*

The above table provides a list of the subjects required for a particular career and qualification. It also provides an idea of the types of subjects that will provide a good foundation for certain fields of study. Taking and passing these subjects does not necessarily guarantee you an entry into the institution.

Many academic institutions do not view Mathematical Literacy as a substitute for Mathematics.

Remember that a Home and First Additional Language are compulsory subjects for any career path you may choose to follow.

Most schools provide guidance on subject choice and subject combinations. Life Orientation has a specific topic on this and your Life Orientation teacher will guide you through this information.

Questions to ask:

- What am I interested in?
- What am I good at?
- Which subjects do I like?
- Which subjects do I excel at?
- What combination of subjects can I take at school?
- Which subject combination will give me the most career options?

Seek guidance on choosing your subjects. Taking the wrong subjects or the wrong combination of subjects could limit your career path options.

3. Know your options for study opportunities

It is important to take the necessary steps to make an informed career choice.

Research is a very important aspect: a good idea is to keep a career file from Grade 8 on interesting ideas for careers, your interests, pamphlets about different businesses, and any hints or tips you may find for processes such as writing a Curriculum Vitae and interviews. This will provide you with an excellent starting point when having to choose a field of study and type of course.

Your study options should be guided by:

1. Interests

Choose a field of study and a career that you are interested in.

2. Values and morals

What motivates you and what is important to you? Do you prefer goals or rewards?

3. Personality

What type of career suits your personality?

4. Academic ability

Everyone has different academic abilities. Be realistic about what your abilities are.

5. Skills

What are your skills and do you have the skills needed for a particular career path?

6. Finance

Some study options can be very expensive. Do you have the means to fund your choice?

7. Tertiary institutions

Does the tertiary institution suit you in terms of travel, accommodation etc.? Is it the right institution for you?

8. Job opportunities

Is there a demand for people in this field once you have qualified? Will you easily get a job?

9. Possibilities

Does this career and field of study offer possibilities for career development and advancement?

The nine pointers above should help to guide you in your decision-making process. Ensure you do the necessary research to ensure that you are making a sensible decision. Most importantly, make the correct decision for YOU.

Research. Research. Research.

4. Know and understand your strengths and weaknesses

There are many tools that you can use to assess your personality type and determine what you are interested in. Most of these are carried out by professional counsellors who have been trained to administer and interpret these tests. Aptitude and career tests are designed to assess your interests, values and preferences.

One of the best ways to find out what you are interested in is to organise to job shadow at a number of businesses to see what they actually do on a daily basis. You can apply for an internship or volunteer in a profession that interests you as a trial; this helps you get practical day-to-day knowledge of a particular career.

Using a SWOT analysis to assess yourself

Evaluate your own strengths, weaknesses, opportunities and threats. Use a SWOT analysis grid to assess yourself. Make sure that you also take into consideration your personal values, hobbies and interests to see where your talents naturally lie.

Write your own strengths, weaknesses, opportunities and threats in a grid similar to the below.

	POSITIVE	NEGATIVE
INTERNAL	<p>Strengths</p> <p>The strengths that you have as a person: your values, skills, personality, academic ability and knowledge.</p> <p><i>Example: You are an outgoing positive person with excellent communication skills</i></p>	<p>Weaknesses</p> <p>The weaknesses that you have as a person: things you are not good at or don't like to do. These are influenced by values, skills, personality, academic ability and knowledge.</p> <p><i>Example: You do not have the practical skills to become a plumber</i></p>
EXTERNAL	<p>Opportunities</p> <p>Opportunities include a list and description of all possibilities and options that you have or you have created that will contribute to the success of your career decision.</p> <p><i>Example: You have been saving up and have enough money to study at a University.</i></p>	<p>Threats</p> <p>The threats include a list and description of all aspects that may stand in your way of making a career decision or contribute to the success of your career.</p> <p><i>Example: You chose to do Maths Literacy instead of Maths and therefore can't do the course you want to do.</i></p>

5. Using skills and interests to assess yourself

Think about your interests

- *What do you like to do?* Think about experiences you have enjoyed. What kind of school, religious, social, or sports activities do you like?
- *Make a list of 10 activities* that you have enjoyed doing in the past four years.
- *Evaluate those interests.* Think about what you liked about the activities. What challenges did the activities offer? What skills do you need to develop further to continue in those activities?

Consider your skills

- *Evaluate* school, volunteer, work, or leisure experiences.
- *Make a list of your school activities.* This should include clubs and organisations to which you belong.
- *Make a list of any volunteer work you have done.* This could be work that you have been involved with through social, civic or religious organisations.

After you have assessed your interests and skills, determine the relationship between skills and interests and possible careers. You may need to research different careers.

Once you have found a career that matches your interests and skills, you are ready to develop a career plan.

Your career and personal life

You need to find a career that fulfills you while allowing you the balance you need between your work and personal life. You need to figure out what your priorities are, and then put them in order from most to least important. This way you can see which parts of your life are negotiable and which are not. Your family and friends, health, spiritual wellbeing and hobbies need to still have a place in your life, even when you have a career.

Balancing your career life with your work life

Manage your time efficiently and effectively.

Make your career part of your life, not your whole life.

Ensure your family understands what is expected of you at work.

Spend quality time with family and friends.

6. Understand the different institutions

There are various options for tertiary study.

FET College	University of Technology	University	Private Institutions
The focus is very much on practical work skills, to train and qualify for a particular job or skills set. These are vocational courses.	They offer a combination of theoretical and practical courses. They provide a theoretical and practical balance within their courses.	Courses are mainly academic and very theoretical. This is followed by a professional qualification.	There is a variety of different types offering short courses and longer courses. Make sure you check their credibility.

Each institution has various admission requirements. Here is an idea of some of the general guidelines that institutions use. For specific requirements, you need to contact the institution's admissions office or look on their website.

Basic admission requirements to an FET College or a Private Institution

The admission requirements vary according to the course that you choose to study. FET colleges require that you have passed Grade 9. Private Institutions have varying requirements.

Basic admission requirements to a University of Technology

- ◉ A National Senior Certificate (NSC) as certified by Umalusi (or equivalent) with an achievement rating of 3 (Moderate Achievement: 40 – 49%) or better in four recognised NSC 20-credit subjects.

- ◉ An achievement rating of 2 for Mathematics or Mathematical Literacy.
- ◉ An achievement rating of 3 in the required official language at Home Language level and an achievement rating of 2 in the other required language on at least First Additional Language level; one of these languages must be English or Afrikaans.
- ◉ There are additional specific minimum requirements and subjects required or recommended for certain courses.
- ◉ Applicants may be required to write additional proficiency tests as part of the admission requirements for certificate, diploma and degree programmes.

Basic admission requirements to a Bachelor's Degree at all universities

The minimum requirement to be considered a place in a university Bachelor's Degree is a minimum of four subjects at a rating of 4 (Adequate Achievement, 50 – 59%) or better from a designated list of subjects:

- | | |
|------------------------------------|---|
| ✓ Accounting | ✓ Languages (one LoLT at a higher education institution and two other recognised language subjects) |
| ✓ Agricultural Sciences | ✓ Life Sciences |
| ✓ Business Studies | ✓ Mathematics |
| ✓ Dramatic Arts | ✓ Mathematical Literacy |
| ✓ Economics | ✓ Music |
| ✓ Engineering Graphics and Design | ✓ Physical Sciences |
| ✓ Geography | ✓ Religion Studies |
| ✓ History | ✓ Visual Arts |
| ✓ Consumer Studies | |
| ✓ Information Technology (not CAT) | |

Applicants may be required to write additional National Benchmark tests for certain degrees. Many universities use an admission point scoring system.

Admission Points Score (APS)

- Points are awarded to certain subjects based on the percentages achieved in National Senior Certificate examinations (sometimes preliminary and final examinations).
- Depending on the faculty, some subjects are not included, while others carry higher weighting.
- In some cases, results below 40% for any subject do not attract a score.
- Where a National Benchmark Test is written, the score could form part of the Admission Points Score.
- Many universities award additional points for certain subject achievements, for example additional 10 points could be added if you have passed a third

official South African language at Home or First Additional Language Level.

National Benchmark Tests

Applicants are sometimes asked to write the National Benchmark Tests, Access Tests or Ability tests. These mostly consist of:

- The Academic and Quantitative Literacy Test (3 hours)
- The Mathematics Test (3 hours)

These tests test a student's ability to cope with academic study and their ability to manage situations or solve problems in a real context that is relevant to higher education study.

There is often a cost associated with them.

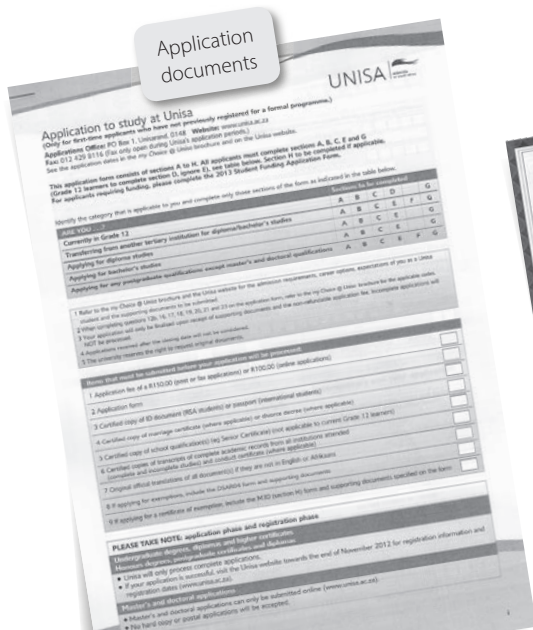
7. Get the correct documentation

When applying for further study, you need to ensure that you have all the necessary documentation in place.

In some cases, institutions will take a certified copy of the original document, provided a Commissioner of Oaths certifies it.

The documents must

- ✓ be accurate
- ✓ be up to date
- ✓ be legal
- ✓ be original



8. Making the decision

"The best way to predict the future is to create it."

(Abraham Lincoln)

It is important to follow a strategic decision-making process when making an informed career choice.

The steps below take you through a five-step process called the **PACED Decision Making Process**.

P	Identify the P roblem	Are you deciding on a career, a course to study or an institution to go to?
A	Identify A lternatives	List all of the possibilities and alternatives that you have.
C	Analyse the information (C riteria)	Write down your criteria e.g. must be on public transport route, within a certain budget .
E	E valuate the situation	Weigh up your alternatives against your criteria.
D	D ecide on solution	Make your final decision.

Some things to remember when making your decision:

1. Research as broadly as possible, and make a list of what interests you to explore in more depth.
2. Narrow your criteria down according to your interests and priorities.
3. Check that the career you choose fits in with your morals and values, and your finances.
4. Make an informed decision.

You may go through a decision-making process a number of times, as this process is cyclical. It is essential to check that you have made the correct career decision.

9. Understand how to apply for bursaries, scholarships or financial aid

Studying can be very expensive and most people have to get some financial help or support along the way. There are various institutions that offer bursaries and loans. There are many bursaries that you may be eligible for.

National Financial Aid

All South African citizens are eligible to apply for a study loan from the National Students Financial Aid Scheme (NSFAS). They offer loans, which need to be paid back, however they do have the option of converting the loan to a bursary, which does not need to be paid back. This conversion is awarded to those students with excellent results.

Financial Aid services from Universities

Most universities offer financial support to their students. Find out from the universities what they offer and whether you qualify.

External bursaries

There are some private companies that offer bursaries to students studying in a particular field. To pay back the bursary, they will be required to work for the company after completing their studies.

SETA bursaries and grants

The ETDP SETA have a targeted bursary

programme aimed at those from previously disadvantaged backgrounds.

Student loans

Many banks offer study loans, which have to be paid back over a period of time once you graduate. These are offered to South African citizens and to foreign students with valid study permits. You can go to your local bank and find out more information about these options.

Bursaries for specialised fields

There are some fields of study where the government and private institutions offer bursaries specifically for that field of study.

The Funza Lushaka Bursary is an example of this where the Government provides a government-funded bursary for those students that wish to study in the field of education. After studying, the students are required to teach in a government school for a certain period of time to pay off the bursary.

The Department of Social Development also offers bursaries for social workers.

Never let finances get in the way of your career dreams. Explore all of your options.

10. Know where to get further information

- ◉ National Students Financial Aid Scheme: **www.nsfas.org.za**
- ◉ Comprehensive list of the contact details of South African educational institutions **www.nsfas.org.za/educational-institutions.htm**
- ◉ National Benchmark Tests: **www.nbt.ac.za**
- ◉ Pace Careers Center: **www.pacecareers.com/careercentre**
- ◉ The Bursary Register: **rlevin@mweb.co.za**
- ◉ Funza Lushaka: **www.funzalushaka.doe.gov.za**
- ◉ Rural Education Access Programme (REAP): **www.reap.org.za**
- ◉ Study Trust: **www.studytrust.org.za**
- ◉ Department of Higher Education and Training: **www.education.gov.za**
- ◉ Department of Labour: **www.labour.gov.za**
- ◉ National Youth Development Agency (NYDA): **www.nyda.gov.za**
- ◉ Council of Higher Education & Higher Education Quality Committee (CHE & HEQC): **www.che.ac.za**
- ◉ The National Applications Centre (NAC): **www.applicationscentre.co.za**
- ◉ Umalusi: **www.umalusi.org.za**
- ◉ South African Qualifications Authority (SAQA): **www.nqf.org.za** and **www.saqa.org.za**
- ◉ Career help: **www.careerhelp.org.za**

Information available from school

- ◉ Career Guidance Counsellor
- ◉ Life Orientation Teacher
- ◉ Life Orientation Grade 9 Textbook
- ◉ School Library
- ◉ Some schools may have a Careers Evening
- ◉ PACE Career Centre is available to all schools nationally. It includes an online questionnaire and has an A-Z of careers information on tertiary institutions, finance options and South African demand for various careers.

Other sources of information

- ◉ Career Exhibitions – there are many of them around and they are open to all to attend
- ◉ Open Days at various institutions
- ◉ Websites of various institutions
- ◉ Careers office or Student Resource Centres at various institutions
- ◉ Career Counsellors
- ◉ Job or work shadow is an excellent tool and even if not part of a school requirement, provides excellent insight into the world of work.

Trust these Oxford CAPS-aligned Life Orientation courses to deliver excellent results in the Senior Phase:

OXFORD **Successful** Life Orientation

- Rich content, combined with a variety of graded activities, addresses all cognitive levels and caters for mixed ability classes.
- Language support for learners includes a focus on words used in tests and exams, and difficult words.
- Excellent planning allows for different teaching and learning styles, and creative lessons.



HEADSTART

Life Orientation

- Accessible language and additional language support for young readers, focusing on words used in formal tests, tasks and exams, offer every learner a chance to perform well.
- Real-life case studies, newspaper stories and illustrations support teaching within a relevant, real-life context.
- Step-by-step planning and detailed pacing guidance reduce preparation time and allow more teaching time.



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