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Career Guidance Workbook

Grade 10 into Grade 11

What I think about most, is
what I attract into my life.
I am dreaming big and my
dreams are “taking flight”
And so it is ...



YOUR JOURNEY ☺

- The introduction gives you a good idea of the intended purpose of this booklet

Tick

GRADE 10:

You will work through **Section 1** in order to help you identify possible career paths that match your interests and your personality. Once your parents/guardian has signed off this section, the booklet is handed back to your Teacher (towards the end of September)

Tick

During the September holidays, you will be guided to further look into specific jobs that fall in the category as identified in section 1. It is most important that you match the job you identify with your skills set (subjects you have chosen and personality traits - strengths/weaknesses)

Tick

Hand to the ASF Bursary Representative to keep until next year (beginning of Grade 11).

GRADE 11:

Now that both you and your parents / guardian have an idea of the career you are wanting to embark on, it is time for you to consider the institution at which you would need to apply (TVET college, University of Technology (College) or University). This is where **Section 2** is going to come in handy. When you are done working through this section, you and your parents/guardian should have a clearer idea of where you intend continuing your post school studies.

And then comes the big question – “how am I going to pay for my studies”. **Section 3** will guide you in steering your thoughts with regard to applying for a scholarship, bursary or student loan. Make sure you consult with your parents when working through this section. Once your parents/guardian has signed off this section, the booklet is handed back to your Teacher

Tick

This takes you into the final term of your grade 11 school year. Your decision is not cast in stone, but at least you and your parents / guardian will be comfortable in knowing that you have given your future a fair amount of thought, that you have a clearer picture of where you are heading and how you might get there.

As you prepare to enter **grade 12**, it is now up to you to take the necessary steps to ensure your success. Working through **Section 4** will assist you in taking those initial first steps of identifying your institution of choice and the means of financing your further studies. Last, but not least, we ask that you complete the “Planning Ahead” table and send it off to the offices of the African Scholars Fund. We need to receive this, along with your grade 11 December report, for us to consider putting your name forward to organisations that can assist with funding your tertiary studies.

Tick

ENJOY THE RIDE...

Introduction to Career Development

Deciding on a career and identifying where you would like to study to obtain a recognised qualification, are two of the most important decisions that you will have to make as a young adult. It is critical that you obtain the necessary and right information to make an informed decision about the career that you are interested in. Hence, career development is the ongoing process of managing your life, learning and work. This will help you develop the skills and knowledge that enable you to plan your education, training and career choices (Department of Higher Education and Training of South Africa, 2015). The African Scholars Fund is committed to ensuring our beneficiaries are properly guided into making smart decisions regarding their future career path. This booklet is designed to help grade 10 & 11 learners:

1. Work through their career options throughout the course of their grade 10 & 11 school year.
2. Become more aware of the link between subject choices and career paths being considered.
3. Engage with a few critical exercises and questionnaires in order to gauge where their interests lie.
4. Become aware of the scope of opportunities that exist in the various learning institutions and what to do to meet the requirements.

NB: learners who have made the effort to (a) properly engage with this workbook (b) ensure that their parents/guardians sign off each section (c) completes the planning ahead table in section 4, stand a better chance of being nominated for scholarships / bursaries with institutions that offer financial support at tertiary level.

SECTION 1: Get to know yourself

Most learners find that thinking about choosing a career is an overwhelming task. This should not be the case. In this section we hope to guide you through looking at your interests and where that may lead you in terms of career options. It is **important that you be completely honest**, take time to explore all the options and plan your way carefully. For instance, some people are artistic and creative in nature, whilst others prefer an environment with clear expectations and rules. In order to explore who you are, you need to know your **Values, Skills and Interests**.

1. **Values** are described as things that are important to you and are influenced by mainly school, family and religion (Department of Higher Education and Training of South Africa, 2015).
2. **Interests** are described as those things that you enjoy and like doing independently and subconsciously (Department of Higher Education and Training of South Africa, 2015).
3. In addition, you may have learned **skills** such as cooking, fixing cars and drawing.

These are things that come naturally for you, so it is important to consider these personal qualities in relation to your career path.

➤ *Self-Exploration Exercise*

In order to establish if your qualities and skills meet your career expectations it is important to determine what career path you would like to pursue. This exercise helps you explore your interests in relation to possible career fields. In this exercise there are 105 statements about different work environments. Each work environment contains 5 statements. Read through each statement and tick all the statements that you like. **Leave blank the statements you do not like.**

BE COMPLETELY HONEST (in order to get a true result)

Language and Communication

Writing for a newspaper/magazine

Doing translations, reading and correcting language

Reading news reports on the radio/TV

Writing stories/ poetry

Writing advertisements and scripts for TV, film and radio

Commercials

Tick
Total:
Tick

Social Sciences

- Studying the behaviour of individuals and groups
- Analyzing how political issues influence the economy of a country
- Studying the culture and life style of human societies
- Conducting public opinion surveys and interpreting results
- Reading books on people and events of the past

Tick
Total:

Law

- Drawing up reports and contracts
- Interest in debating and negotiating issues in public
- Ensuring that people who have broken the law are punished
- Researching past legal cases and the results
- Giving advice to people regarding their rights and obligations

Tick
Total:

Education and Support Services

- Teaching children, young people and adults
- Guiding and counselling individuals and groups
- Attending to the spiritual needs of people
- Doing voluntary work in poverty stricken communities
- Developing support programs for individuals & communities

Tick
Total:

Law Enforcement and Protection Services

- Maintaining law and order
- Risking your life to protect the lives & property of others (security)
- Investigating a crime scene
- Protecting buildings and people against fires (fireman)

Tick
Total:

Instructions: In the next part colour in the number of blocks, so it corresponds with the number of ticks for every career field. You now have a bar graph that clearly shows the importance of the categories or career fields for you (again – it is important that you were very honest with your answers – remember this is about you, about your future).

Career fields	1	2	3	4	5
Language and communication					
Visual Arts					
Performing Arts					
Marketing Sales					
Management and Planning					
Financial Management					
Clerical and Secretarial					
Plants and Animals					
Sports					
Trades					
Computers and IT					
Health Sciences					
Health Support Services					
Social Sciences					
Law					
Education and Support Services					
Law Enforcement & Protection Services					
Engineering					
Sciences					
Creative Services					
General Services					

We are sure you found the exercise interesting and some of you might even be quite surprised with the results 😊. Write the results as reflected in the Bar graph in the space provided below. Should you land up with 2 or 3 career fields with the same number of ticks, you may want to redo the exercise. Again, be completely honest and check in on how you really feel before making your tick.

Career Choice 1: _____

Career Choice 2: _____

Career Choice 3: _____

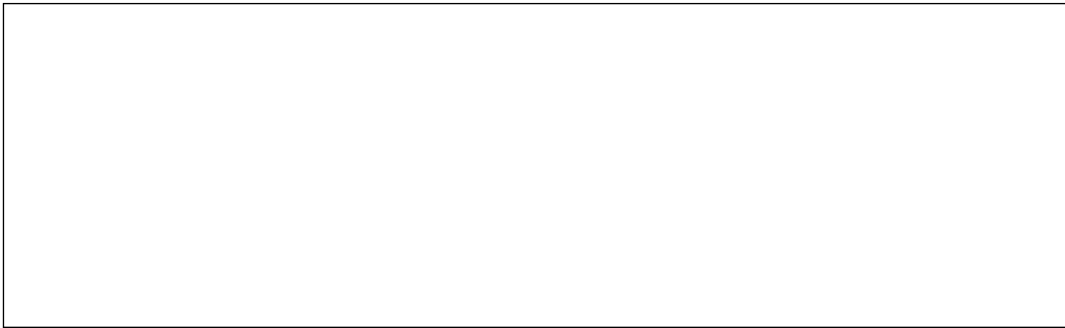
Consider the following Questions and write your answer in the spaces provided:

Question 1: What does the graph indicate in terms of your career path?

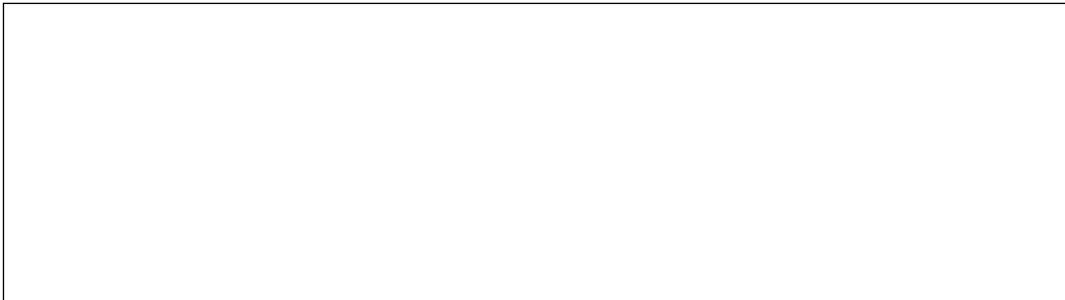
Question 2: If you are surprised by the result, think about it carefully and make notes on why you are so surprised.



Questions 3: If you are surprised, are you willing to accept the outcomes? Why / Why not?



Question 4. Are you excited by the result – why?



Question 5: Do you have the right subjects for your number one career field? If not, how do you feel about numbers 2 & 3?



Question 6: What do you think you now need to do?

Once completed give this to you parents or guardian and your Life Orientation teacher in order for them to sign off.

Parent/Guardian Sign: _____

Teacher Sign: _____

Date: End of Term 3 Grade 10

Date: End of Term 3 Grade 10

Comments: _____

Comments: _____

Career Fields and Career Choices

The following section will inform you on the possible career choices that relate to the career field identified in Exercise 1. Question 1 – 6 from the previous section allowed you the opportunity to give more thought to the career fields that came up for you. Read through and see what choices (jobs) within the career fields that came up, really interest you (remember, these are just a few examples – do further research if nothing listed below interest you).

Language and Communication	<ul style="list-style-type: none">• Advertising• Editor• Writer• Lawyer• Journalist
Visual Arts	<ul style="list-style-type: none">• Photographer• Film, television and video producer• Chef• Architectural Technologist• Art Teacher
Performing Arts	<ul style="list-style-type: none">• Musician• Dancer• Disc Jockey• Actor• Television Presenter
Marketing and Sales	<ul style="list-style-type: none">• Consumer Marketing Manager• Brand manager• Sales Executive• Marketing Coordinator• Sales Administrator
Management and Planning	<ul style="list-style-type: none">• Human Resources officer• Head teacher• Hotel manager• Construction Manager• Bank manager
Financial Management	<ul style="list-style-type: none">• Treasurer• Accountant• Financial Managers/Advisors• Mortgage Brokers• Real Estate

Clerical and Secretarial	<ul style="list-style-type: none"> • Receptionist • Secretary • Administration Officer • Clerk • Travel Agent
Plants and Animals	<ul style="list-style-type: none"> • Botanist • Zoologist • Veterinary • Farmer • Agriculture/Animal Husbandry
Sports	<ul style="list-style-type: none"> • Coach • Professional Sports man/woman • P.E Teacher • Sport Physician • Sports Commentator
Trades	<ul style="list-style-type: none"> • Carpenter • Electrician • Painter • Mechanic • Technician
Engineering	<ul style="list-style-type: none"> • Civil Engineer • Mechanical Engineer • Quantity Surveyor • Electrical Engineer • Software Engineer
Sciences	<ul style="list-style-type: none"> • Actuarial Scientist • Astrologer • Ecology • Horticulture • Physiologists
Computers- IT	<ul style="list-style-type: none"> • Database Designer • Computer Engineer • Software Engineer • Web site Designer • Systems Analyst
Health Sciences	<ul style="list-style-type: none"> • Medical Doctor • Surgeon • Pharmacist • Chemist • Psychiatrist

Health Support Services	<ul style="list-style-type: none"> • Nurse • First Aider • Pharmacist • Psychologist • Health Inspector
Social Sciences	<ul style="list-style-type: none"> • Social Worker • Politician • Academic • Anthropologist • Economist
Law	<ul style="list-style-type: none"> • Legal Officer / paralegal • Attorney • Judge • Magistrate • Criminal Investigator
Education and Support Services	<ul style="list-style-type: none"> • Teacher • Librarian • Careers Counsellor • Lecturer • School Counsellor
Creative Services	<ul style="list-style-type: none"> • Beauty Therapist • Graphic Designer • Interior Designer • Fashion Designer • Craftsman/woman
General Services	<ul style="list-style-type: none"> • Janitors • Waiters • Caterers • Taxi Driver • Shop Assistant
Law Enforcement and Protection Services	<ul style="list-style-type: none"> • Police Officer • Fire Fighter • Criminal Investigator • Soldier • Life Guard

Connecting ‘Who I am’ to my Career Path

Now that you are familiar with the career fields and options that are available, it is important to ensure that the career you identified in section 1 matches your interests and strengths.

Knowing yourself

We’ve shared with you that in order to make an informed career decision it is important that you have a good knowledge of yourself – to know what kind of person you are. Understanding who you are and what you like/dislike, will help you figure out which career will fulfil your needs and expectations best. It is important to find where these overlap to target career choices that are a best fit for you.



Instruction: Fill in the answers to the questions that follow. Again, it is best that you be completely honest in your response

1. What are your five greatest personal/social strengths?

If you’re unsure about your strengths and abilities, ask your friends, parents, or teachers what they think. You can even show them the list below and ask them to pick those traits that best describe you (list them in the box on the next page).

- Teamwork
- Communication
- Work ethic
- Positive attitude
- Time management
- Creativity
- Computer skills
- Empathy
- Curiosity
- Working alone
- Task-oriented
- Building relationships
- Learning new things
- Persistence
- Leadership
- Problem-solving skills
- Other _____

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

2. What interests, conditions, or rewards do you think will be most important to you in a career? This is an important indicator for you – take your time with it – be thorough.

Using the list below as a starting point, list your top five in the space provided.

- Status
- Income
- Power
- Geographic location
- Working indoor (office) / outdoors
- Working with people / alone
- Helping people / animals
- Flexibility
- Each day is the same (structured) / different (variety of duties)
- Live to work? (you want to enjoy your job)
- Work to live? (you see working as just a means to earn money)
- Prestige
- Ability to be creative
- Other_____ (if what is important to you is not listed here, please write it down)

- 1.
- 2.
- 3.
- 4.
- 5.

Additional remarks: _____

3. What skills (abilities) do you have that will be most important for your career field?

Using the list below as a starting point, list your top five (or more if you need) in the space provided.

- analyze information
- designing/making
- playing a sport
- taking photographs
- reading a map
- gathering evidence
- Speaking more than 1 language
- Singing
- solving problems
- repairing machines
- first aid
- caring for others
- drawing/painting
- communication
- recalling facts
- planning own work
- mental arithmetic
- playing a musical instrument
- Managing money
- ICT skills

1.
2.
3.
4.
5.

The skill(s) I would mostly need to develop is: i.e. I would have to develop my analytical skills

1.
2.
3.
4.
5.

1. **The qualities (value or personal traits) I would most like to develop is:**

2. **I can do the following to develop these qualities:**

1.

2.

3.

4.

5.

6.

7.

Once completed give this to you parents or guardian and your Life Orientation teacher in order for them to sign off.

Parent/Guardian Sign: _____

Teacher Sign: _____

Date: End of Term 4 Grade 10

Date: End of Term 4 Grade 10

Comments: _____

Comments: _____

NB: Hand in to the ASF Bursary Rep at your school to keep until next year (when you start Grade 11).

Thank you. Please make sure you get the booklet back at the beginning of term 1 when you enter Grade 11, so you can work on section 2 (Institutions) and section 3 (Finances).

SECTION 2: Institutions

Based on the Career fields you identified, you are now able to decide which Institution (for example, University, College or Other) you would need to attend in order to further your studies.

It is up to you to do the necessary research and find the information regarding where you want to study. There are four types of places (institutions) where you can study after high school.

Universities are “traditional” academic institutions. Universities mainly offer degrees. Learning is largely theory based. This is a first choice for those keen to enter the medical, law, economic or science related fields. You need good results to get in and it would be a major plus if you are computer literate since assignments handed in are mostly done electronically. An example is the University of Cape Town (UCT).

Universities of Technology were formerly referred to as “Technikons.”. These offer certificate or diploma courses, and if you do an extra year you can obtain your B Tech degree. They generally have a more practical focus than universities. Technikons attract students who have a good idea of the jobs they want to get in to and are more practically minded. An example of this is Cape Peninsula University of Technology.

Technical Vocational Education Training (TVET) Colleges are public institutions that help you equip yourself with the qualifications and practical skills you need to *start out on* your chosen career path. Courses are generally shorter and less intensive than university options, and fees are lower too. If you do well at TVET level, you could consider continued studies at a Technicon. This is an excellent alternative to kick start your post matric education. An example of this is College of Cape Town or Port Elizabeth College.

Private Higher Education Institutions are owned by private companies or individuals and get no subsidies from government. They tend to offer courses based on one particular career field such as secretarial studies, beauty and skin care, advertising and marketing or design. An example of this is Boston House or Damelin College.

The best way for you to embark on your research would be to [a] speak to someone that is currently studying at the institution where you intend to register; [b] visit the institution and consult with the Student Advisory Officer OR even one of the lecturers that teach the course you are interested in [c] engage in conversation with someone that works in your field of interest and let him/her guide (mentor) you.

For further general information go onto these websites:

www.hesa.org.co.za (national information service for higher education)

OR

www.thecareersportal.co.za (the Careers portal)

Meeting the Requirements

It is important to know that there is fierce competition for space at these institutions and acceptance is based on how well you do in your exams. You should therefore aim for the best possible result in your examinations. Note: requirements for admission are not always the same, so avoid disappointment and check the criteria of the institution you favour.

Question 1: What are the minimum requirements for entering into a TVET College (higher Certificate)?

Question 2: What are the minimum requirements for entering a Technicon (Diploma)?

Question 3: What are the minimum requirements for entering a University (Bachelor's Degree)?

Question 4: The Self Exploration Exercise in Section 1 shows that I am best suited to enter into the field of _____, this means that I will be able to further my studies at:

Immediately continue with Section 3

SECTION 3: Finances

It is important that you consider how you will be able to pay for your education after High School – it can be very disheartening when you are accepted for further studies, but find that you do not have the finances needed. Full-time studies can be expensive, especially if you are required to live away from home. There are many scholarships, bursaries and student loans available to help you manage. And remember, if you are forced to immediately enter the world of work, you can continue your studies part time. It is never too late to start studying. So, if it means you have to work for a couple of years and then embark on your post matric studies – then so be it. Let it NOT mean the end of your world – keep your chin up and “get on with life”.

Scholarship is an award that is based on outstanding academic achievement (ie. Distinctions achieved for Grade 12 results). The usual minimum academic requirements for a scholarship in your matric year are five or six ‘A’ symbols. Scholarships do not normally require the recipient to pay back the money and very seldom have employment conditions.

Bursaries are financial assistance given to a student for further studying or training. They sometimes have conditions attached to them such as having to repay all or part of the bursary, or you might have to work for the company or engage in community activities. It is only made available to learners who achieve high marks in their studies.

Student Loans are given to students to cover tuition, books and living expenses (normally from a bank). You will have to pay back the money after completing your education. This should not be your first option, because you will owe the bank that funds whether you pass or fail.

Consider these Funding Options:

Working towards obtaining a scholarship should be your first option, followed by applying for a bursary. Remember the better your results, the better your chances of being successful.

Consider applying for financial assistance through NSFAS (National Student Financial Aid Scheme) if you are thinking of borrowing or going for a loan. Speak to the Student Advisory Officer OR Bursary Officer at the Institution where you are registered to study.

National Student Financial Aid Scheme:

The Department of Higher Education’s National Student Financial Aid Scheme awards study loans and bursaries to financially needy and academically competent South African undergraduate students. These bursaries do not need to be repaid.

Contact NSFAS at 0860 NSFAS (080 0067 327) /021 763 3200, or write to Private Bag X1, Plumstead 7801, South Africa. Very NB: applications to NSFAS are done online and the closing date is 30 November.

CAUTION, CAUTION, CAUTION..... Banks/student loans should be your last option.

Once completed give this to you parents or guardian and your Life Orientation teacher in order for them to sign off.

Parent/Guardian Sign: _____

Teacher Sign: _____

Date: End of Term 2 Grade 11

Date: End of Term 2 Grade 11

Comments: _____

Comments: _____

Thank you for completing the Section.

SECTION 4: Planning Ahead

This is the last section – should be completed and handed in to the Bursary Rep.

At this stage you should start considering possible institutions you would like to study at for your chosen career field. As you prepare to enter Grade 12 this is what you need to finalize at the beginning of your academic year. The following exercise allows you to plan this process by listing the institutions in your order of preference when choosing a study program or course. To complete this activity, you may need to consider contacting the institutions directly or visit www.gostudy.co.za.

Institution	Study Program you chose	What are the entry requirements?	Do you meet the requirements (Yes/No)	What is the closing date for applications?
1.				
2.				
3.				

Instructions: Make a copy of the table on the previous page to send back to ASF with your December grade 11 report. If you do not send it, we will not be able to add you to our Alumni database.

Once completed give this to you parents or guardian and your Life Orientation teacher in order for them to sign off. Note: You have to sign this section off as well before posting a copy of this page (plus a copy of the table on the previous page) to the offices of the African Scholars Fund (PO Box 18097 Wynberg, Cape Town)

Parent/Guardian Sign: _____ **Teacher Sign:** _____

Date: End of Term 4 Grade 11

Date: End of Term 4 Grade 11

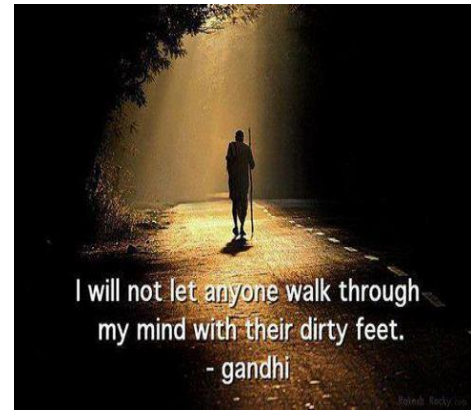
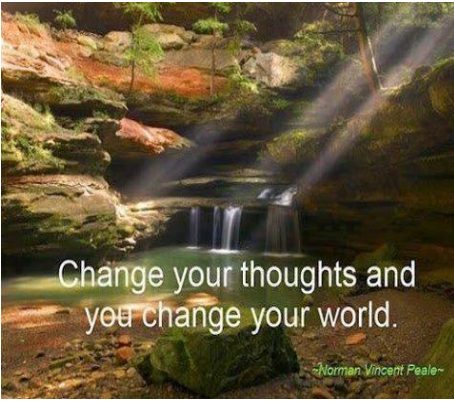
Final comments: _____

Final comments: _____

Learner Sign: _____

Date: _____

Your final comments:



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