

CHOICE CAREER

ANNEXURE:

Career Choice Tips

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As a person wishing to enter the job market and embark on a career,

...it is important to understand the skills required to make a success in a dynamic and fast changing modern work environment. Over the last few years it has become very clear that technology will continue to have a significant effect on both our personal and work lives. Not only that, but the world has become highly connected, and your ability to work with people, negotiate and problem-solve issues, will have an impact on how successful you could be in your career.

In the **Career Workbook** you spent quite a bit of time making sure that you explore and try to understand yourself, others, your interests, and career options well. Keep in mind that understanding yourself, and careers and jobs that you are interested in, is something you should be thinking about for many years to come. If you keep on working at understanding yourself, your interests, and abilities, it should help a lot at being able to 'navigate' the careers and career opportunities you may come across in your future life.

IN THE NEXT SECTION:

We provide you with additional information that can further support you in your career journey.

We make suggestions on how you should think about your career.

We make suggestions on which critically important skills you have to develop going forward.

We also refer to learning and teaching opportunities, and the benefits of qualifying in a trade, or deciding on entrepreneurship as a career.



1. How to think about your **FUTURE CAREER**

You will do many different jobs during your life. Your career will also develop from being a junior or intern, to growing in knowledge and experience over time, and becoming more senior or even possibly the owner of a business. Your career and work experience will be like a roadmap where different routes can be taken to an end goal.

See your career therefore as an ongoing journey where you have to continuously learn more about yourself, how to best work with other people, and learn the existing and new skills required by the world of work. Make sure that you accept the fact that you will have to drive your own learning for the rest of your life.



2.

IMPORTANT SKILLS

to develop in the modern workplace

Throughout your life you will be learning many new skills. The following skills, known as the **21st Century Skills**, are particularly important to ensure success in your career. For more information on these skills please visit www.P21.org/framework.

The 21st Century Skills require you to develop skills in **THREE BROAD AREAS**:



The table below illustrates these critical requirements:

Learning & Innovation "The 4 C's"	Digital Literacy	Career & Life
Critical thinking & problem solving	Information literacy	Flexibility & adaptability
Creativity & Innovation	Media literacy	Initiative & self-direction
Communication	ICT literacy	Social & cross-cultural interaction
Collaboration		Productivity & accountability
		Leadership & responsibility



2.1

A LITTLE BIT MORE ABOUT THE IMPORTANCE OF TECHNICAL SKILLS

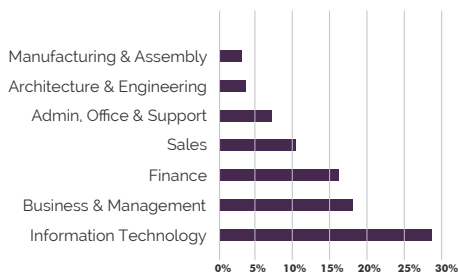
All future jobs and careers will require you to have technical skills. By making sure that you at least have more than just basic computer skills, you will significantly add to your chances of being successful in the modern workplace.

Those who have an interest and ability in programming, design, research, engineering and project management, will have an exceptional set of skills to provide to the workplace, similarly those who have scientific, statistical, and mathematical abilities.

This is clear when you look at the information on which careers are in high demand, or are in too high supply in the South African workforce, as illustrated in the diagram below. It is important to do some research around jobs and their availability within our South African job market. The first diagram shows the 7 job sectors which many people are looking to employ people in, with IT contributing the largest percentage. The second diagram reflects the 10 sectors with the most amount of people being able to do that kind of job (supply). The ideal situation, whilst keeping in mind your own personality, ability and interests, would be to pursue careers which are in high demand and relatively low supply.

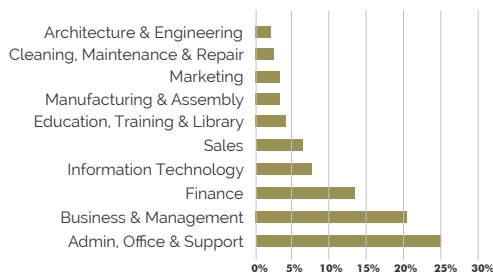
HIGH IN DEMAND

Sectors in terms of major demand



HIGH IN SUPPLY

Sectors in terms of major supply



Most in-demand jobs in South Africa, Staff Writer (15 February 2018) - Career Junction 2018 Statistics

2.1.1

TRADES MAY PROVIDE EXCELLENT TECHNICAL SKILLS

For those people who have practical talents, the trades provide an excellent opportunity to provide services that are in continuous high demand. Being qualified in a trade could provide an excellent opportunity to join a business to further expand your knowledge and experience. It could also provide an excellent platform for entrepreneurship - starting your own company. Do research on all the trades available, pick a training institution, and work hard to be the best in the class. Remember to choose a trade that would best fit your personality and your interests.

2.1.2

TECHNICAL SKILLS AND ENTREPRENEURSHIP

To start your own business is very exciting but also very frightening. It could be that starting your own business is something you really want to do, although for others, entrepreneurship is something you have to do. Entrepreneurship is an excellent option if you are prepared to work hard and you passionately believe in the excellence of the product you are selling.

To "have a go" at entrepreneurship, means that you have to know yourself very well, you must know your product, and the principles of business very well, and you have to be able to work well with people.

All the 21st Century Skills are required for those who plan to be entrepreneurs. Of particular importance is also to be able to understand and use technology. Whether it involves, for instance planning and developing a website, using a computer, or marketing in social media, you have to be able to help yourself and run your business using technology.

Make sure you seek opportunities to continuously upskill yourself technologically when you decide to establish your own business.



2.

A little bit more about the importance of personal and interpersonal **SKILLS**

As the following illustrates, those who aim to be successful in their careers and jobs, will need to develop and practice the following thinking, personal and interpersonal skills:



No one is born perfect, but many of the above characteristics can be developed if you take your own self-development seriously. Consider developing these skills, a few at a time, by attending workshops, or reading more about it. Consider, for instance reading the book: GRIT – The power of passion and perseverance (2016) by Angela Duckworth. She discusses the concept GRIT that refers to people who have the courage to tirelessly pursue their goals. These people work very hard and tirelessly to achieve their goals.

4. Opportunities to build your experience and your **ATTRACTIVENESS** to potential employers

Given that career and personal development is a lifelong journey, it is important to find opportunities for such development.

CONSIDER THE FOLLOWING OPTIONS:

4.1 LEARNERSHIPS, INTERNSHIPS, WORK SHADOWING AND MENTORING

Learnerships, internships and work shadowing, are wonderful opportunities to learn and get exposure to the world of work. See this as the start of your career and a wonderful addition to your CV. Make sure that you distinguish yourself from others with your positive attitude, your work ethic, your thirst for knowledge and learning, and your interpersonal skills. Although not all internships/learnerships can guarantee permanent employment, your attitude will draw attention and will support your chances.

Work shadowing means spending time with, and observing the work of another person in a department or role of interest, in order to gain insight into work in that area. Work shadowing provides practical career and professional development experience in a way that allows you to have a wider appreciation for a specific career.

Contact organisations or businesses to see if you can job shadow someone in that field for a day or two. This will give you a good idea of what the job is about, and if you would like to pursue it.

Identify somebody that you respect and look up to, to become your mentor. Ask them to help you understand the world of work and to support you in your personal development with fair feedback and support.



4.2

WORKSHOPS AND ONLINE COURSES

If you start looking around, you will come across training and workshop opportunities that could expand your knowledge and insight. Specifically seek opportunities to develop your 21st Century Skills. For personal development, look for courses on Work Readiness, Emotional and Social Intelligence, Developing your Personal Brand (offline, and on social media), Managing Job Interviews, and how to best compile your CV. Take specific care that you become very comfortable with technology, and attend training courses that provide you with the opportunity to become more confident and skilled.

Many training courses require you to personally attend the course, but there are also online courses, webinars and podcasts available to expand your knowledge. Make sure that you add those courses that you have attended to your CV.

4.3

PART-TIME AND VOLUNTEER WORK

Part-time work and volunteering is another great career development tool. It allows you to establish contacts, gain visibility and credibility, refine your skills and develop new competencies at your own pace, with a low level of career risk, especially if you target industries and companies in your areas of interests. Ask friends and family members about the area you are interested in, and for ideas about how to get involved.

In summary:

Deciding on a job or career and continuously ensuring that you keep on developing yourself, requires dedication, hard work, resilience and focus. Enjoy the journey!



CAREER
CHOICE

