



YOUR LIFE! YOUR CAREER!

A Practical Approach to Career Guidance
Proudly brought to you by the Health and
Welfare Sector Education and Training
Authority

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Choosing the right subjects

For centuries mankind has pondered: What came first? The egg or the chicken? The bottom line really is they are both dependent on each other. This same concept applies to your subject choice in Grade 9 and what you decide to study after school – they are both very dependent on each other.

Deciding what subjects to take at the end of Grade 9 is an important life decision, but not too many young people are entirely sure in Grade 9 what they want to do when they are finished school.

So now what?

There is no magic formula, what is important though is that at the start of Grade 9 (even during Grade 8), you start thinking about possible career choices. Take some time to ponder these questions. They may help in guiding you:

- What drives you?
- What do you enjoy doing?
- What sort of personality do you have?
- What subjects do you enjoy at school?
- Are you artistic/creative? or maybe methodical/logical?
- Do you enjoy working with people?
- Do you prefer working alone or in a group?
- Do you enjoy working with your hands?
- Is there a career path that really interests you?
- What job opportunities exist for people in the career/s that interest you? See the information on page 6 regarding scarce skills. People who pursue a career in a field where a shortage of qualified people exist have a better chance of securing employment after completing their studies.

The way in which you answer these questions will start giving you some direction – but it is important that you discuss the matter with your parents, teachers at school and even talk about it with your friends.

 **#fact**
Research! Research!
Knowledge is Power!



The Importance of Pure Maths and Physical Science

Did you know?

- Our world is ever changing and today we rely on mathematics in ways we could not imagine thirty years ago
- Mathematics touches every part of our lives
- A strong background in pure mathematics can assist you in entering your chosen course of study
- Pure mathematics is a prerequisite for many fields of study such as engineering, natural science, information technology and medicine
- Many of the fastest growing occupations today are related to pure mathematics
- Pure mathematics will train you to think logically, critically and analytically
- Maths literacy is not an alternative to pure mathematics

A couple of compelling reasons to seriously consider taking pure mathematics to Grade 12 wouldn't you say?

But ... the prospect of pure maths is one that terrifies many young people. It's a no brainer really. If you are good at maths or believe you can pass it through sheer hard work and determination, then you really should consider taking it as a subject in Grade 10. It can only benefit you in the future.

With pure mathematics and physical science, you are more likely to understand charts or formulas without having to read journals upon journals trying to make sense of it all.

Pure mathematics and physical science will train you to think logically, critically and analytically.

#fact

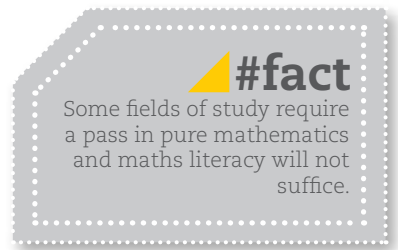
The entrance requirements at universities can be stringent as limited spaces are available. Work hard to secure good marks, as top performing scholars stand a better chance of being accepted to their chosen course of study.

Pure Mathematics vs Maths Literacy

Maths literacy is about using mathematical skills and principles in the real world, whereas pure mathematics focuses on the discipline of mathematics. In pure mathematics, applications are important but are not always exhibited in real-life contexts. Pure mathematics content is expanded on as you progress from year to year.

Maths literacy is not an alternative to a higher grade or standard grade maths, it is a distinctive subject that uses mathematical concepts and applies them to everyday situations.

Maths literacy enables you to develop the ability to think numerically and to interpret and analyse everyday situations to solve some problems. It equips you to become financially responsible and mathematically literate but it will not grant access at tertiary institutions should you wish to study engineering, natural science, information technology, medicine or many other courses of study.



Scarce Skills and Your Future

A scarce skill is a specific job, in a specific industry for which there are too few qualified or available people in the labour market to meet industry demand. Scarce skills can be a result of absolute scarcity, this could be due to the fact that the job is newly emerging, or that no people have enrolled to acquire the skills required to do the job.

Why study for a scarce skill? You would ...

- contribute to the development of South Africa
- be more employable
- likely be paid a higher salary (depending on the job of course)
- progress more quickly

Peruse the list of careers on the Department of Higher Education and Training's National Career Advice Portal (NCAP) for details on careers that are considered 'scarce skills'.

Visit <http://ncap.careerhelp.org.za/occupations>

How to Prepare for Tests and Examinations

Preparing for tests and exams strikes fear in many people. Admittedly, it is daunting, but if you use the following tips, you stand a much better chance of success.

- Don't cram the night before a test or exam. Work steadily in advance. If you have a lot of work to cover, prepare a schedule and stick to it.
- Regular exercise is scientifically proven to improve memory retention, increase energy levels and fight stress. So get moving.
- Your body requires proper nutrition to work effectively. Try eat as healthy a diet as possible.
- Your brain needs 7 – 8 hours of sleep a night to function normally. Make sure you factor in sufficient sleep to your schedule.
- Aim to study in an area that is quiet and free from interruptions
- Review previous tests, exams and assignments

Following these simple tips will go a long way towards doing well in your tests and exams. What's more, these skills learnt in high school will help a great deal during tertiary studies.



Where to get Career Advice?

We have already mentioned that...

... research is important

... you are not alone

Knowledge is your greatest ally in making an informed decision about your chosen career path. You're probably wondering where you can go to get assistance. Read on ...

National Career Advice Portal (NCAP) An Initiative of the Department of Higher Education and Training

NCAP is an integrated online self-help career information portal specifically designed to assist you to make informed study choices and career decisions.

The portal contains information on occupations, learning pathways, public further and higher education institutions and the qualifications that they offer. There is also an interactive questionnaire designed to assist you to identify your strengths, interests and possible career avenues to pursue.

NCAP's contact details are:

Helpline Telephone Number:

086 999 0123

Helpline SMS/Text Message:

072 204 5056

Email: careerhelp@dhet.gov.za

Mobile: mobi.careerhelp.org.za

 [careerhelp](https://www.facebook.com/careerhelp)

 [rsacareerhelp](https://twitter.com/rsacareerhelp)



khetha

Make the right choice. Decide your future.

Guidance/Life Orientation Teacher

Most high schools have a guidance or life orientation teacher who is appointed to aid you with career choices and life planning. These teachers usually build up a collection of career information and brochures you can access and peruse. If your school doesn't have a guidance or life orientation teacher then talk to your school principal for career advice.

Universities and TVET Colleges

Universities, as well as Technical and Vocational Education and Training (TVET) Colleges have dedicated student support units and career counseling centres. Professional counselors are available to assist, as well as administer special personality tests and vocational interest surveys. See page 26 for a list of the TVET Colleges in South Africa and then on page 28 you will find a list of Universities and Universities of Technology.

Consider Job Shadowing

Job shadowing is an experience where you get to learn about a specific job by shadowing a competent worker on a typical work day. You can witness the work environment, occupational skills in practice and the value of professional training first-hand. Job shadowing is designed to increase career awareness, help model student behaviour through examples and reinforce the link between classroom learning and operating in the workplace.

Completing Career Questionnaires

Career questionnaires ask you about your interests to help identify which career areas might be the best fit for you. Based on activities you enjoy, your personal qualities and school subjects you like, the questionnaire ranks the career clusters you may find most fulfilling. At the end of these questionnaires, you will receive a list ranking all the career areas with scores based on your answers. The higher the score, the more likely you are to enjoy a career in that area.

Career Guidance Events

If you get the opportunity to attend a career guidance exhibition, either through your school or on your own steam, go for it! Career guidance events are another valuable means of gathering information.

Recognised Qualifications

in South Africa

Degree? Undergrad studies? Postgrad studies?
NQF Level? Diploma?

Pretty confusing? It is! But once again, research is important. In a nutshell, the following recognised qualifications are available in South Africa.

Degrees

A degree takes three to four years to complete and is offered by universities. These are referred to as undergraduate degrees and may be followed by postgraduate qualifications such as Honours, Masters or Ph.D.

National Diplomas

A National Diploma, that combines both theoretical and practical training takes three years to complete and is offered by a University of Technology. After obtaining a National Diploma, students may enrol for a Bachelor of Technology degree that takes a year to complete.

Diplomas

Diploma qualifications are offered by an accredited higher education provider. The duration of the courses vary according to the field(s) of study.

Certificates

A certificate takes one year or less to finish at further or higher education level and is offered by an accredited provider.



Where to study

In South Africa, there are three main institutions where you can study after you leave school; universities, universities of technology and TVET colleges.

Recently, community colleges have been added for people who did not finish school. Understanding the difference between these institutions can make choosing what you want to study and where much easier.

Universities

Universities offer degree courses that take a minimum of three to four years to complete. Entrance requirements for courses vary greatly and can be quite specific. You will need to have completed the National Senior Certificate (matric) with good marks, particular subject choices and you may also need to meet a list of specific requirements to gain entrance to a university. University courses focus on theoretical training in a specialised field. The longer you study, the more specialised the field becomes; once you have completed your degree you can continue studying and earn a postgraduate level of study (Honours, Masters and Doctorate).

Universities of Technology

Universities of Technology offer mainly diploma and certificate courses, but also offer degree courses. Entrance requirements vary depending on the course that you want to take. A University of Technology places emphasis on innovative problem-solving and career-directed courses, in addition to the basic responsibilities of a university. The courses are designed to be career-orientated and practical, with experiential learning forming part of the courses. Refer to page 26 for a list of universities and universities of technology in South Africa.

TVET Colleges

TVET is an abbreviation for Technical and Vocational Education and Training. Training at TVET colleges varies from a few months to three years and students generally receive a certificate at the end of a three-year course. The focus is on educating and training students to work in technical or vocational fields. Students who have completed their studies may (in some cases) be able to continue their studies at a University of Technology. The focus of TVET colleges is to provide students with not only the academic knowledge, but also the practical experience to enter the workforce as quickly and as well-equipped as possible.



TVET Colleges offer National Certificates Vocational (NCV) and NATED (N) qualifications. The training programmes provided at TVET colleges are aimed at developing vocational skills that are needed in the South African economy.



There are currently 50 public colleges with 264 learning campuses across the country that are able to cater to approximately 650 000 students

An NCV qualification provides both theory and practical experience in a particular field, and takes three years to complete. An NCV level 4 and a National Senior Certificate are both NQF level 4 qualifications, but the NCV qualification is more closely aligned to the workplace.

“You need to have at least passed Grade 9 to enrol in an NCV level 2 qualification.”

Some fields of study in which you can achieve an NCV qualification are finance, economics and accounting, engineering and related design, civil engineering and building construction, office administration, primary agriculture, process plant operation, process instrumentation, electrical infrastructure construction, management and marketing.

You need to have at least passed Grade 9 to enrol in an NCV level 2 qualification. Each of these qualifications also has other entry requirements, for example, mathematics at Grade 9 level is required for entry into engineering related courses.

NATED qualifications are offered in a variety of areas such as business management, mechanical engineering and others. These qualifications are also theoretical components of the apprenticeship training programmes. They are offered per semester or trimester, giving you the opportunity to apply at various times during the year.

Private Higher Education Institutions

There are a wide range of Private Higher Education institutions that offer a selection of higher education qualifications ranging from certificates and diplomas to degrees.

Refer page 30 for a list of some of the bigger private higher education institutions in the country.

Private Colleges

There are also many private colleges that offer different qualifications.

BE WARNED

Unscrupulous operators that are not accredited with the relevant SETA and/or offer courses that are not accredited are a massive problem in South Africa and the result is that many people have lost hard earned money. Unaccredited training providers and courses will result in a qualification that is not recognised.

It is vitally important that you check the accreditation status of a training provider before signing up. Contact the relevant Sector Education and Training Authority (SETA) to check the accreditation status of the training provider and the courses that they are accredited to offer.

Refer page 31 for a list of all the SETAs in South Africa.

Funding opportunities

for your studies

There are many people who would like to further their studies but due to their circumstances, cannot afford to do so. However, government is making strides in providing greater access to funding for deserving learners who would like to continue learning.

The National Student Financial Aid Scheme (NSFAS)

NSFAS is the South African government student loan and bursaries schemes. It was set up to help South African students to further their education at public TVET colleges and universities. It provides a sustainable financial aid system for loans and bursaries, allowing deserving learners to realise their potential and hopes for the future.

NSFAS BURSARY

Bursaries are available for specific fields of study, such as accounting, actuarial science and various scarce skills study fields. Since there are not enough bursaries available for all learners in South Africa, you may receive a loan which is repayable when you start working.

NSFAS LOAN

NSFAS loans are given to learners to cover the costs associated with their tertiary studies. The learner starts paying back the loan when they start earning a salary. The advantages of the NSFAS loan are:

- It attracts a very low interest rate;
- It is granted without need for guarantees or sureties;
- Depending on the learner's academic results, portions of the loan can be converted into a bursary; and
- It has a very reasonable repayment plan, based on the learner's earnings once they start earning a salary.

All repaid loans are used to fund other deserving learners.

It is important to note that NSFAS does not allocate funds directly to learners. You will need to apply for financial assistance at the institution you intend to register with

“Some institutions will issue you with an application for study together with an application for financial aid. You need to enquire from the institution about their process and deadlines for both.”

and will then be assessed on the extent of your financial need. You can apply for both the NSFAS-administered loan and bursary programmes at the university’s Financial Aid Office (FAO), or the Student Support Centre (SSC) at a TVET college or university.

You can apply for assistance if:

- You are a South African Citizen;
- You are enrolled in undergraduate studies including N qualifications;
- You are registered at a public university or TVET college; and
- Your household income is less than the annually stipulated rate

HERE’S WHAT YOU NEED TO DO:

- Apply at the public education institution where you are planning to study. Some institutions will issue you with an application for study together with an application for financial aid. You need to enquire from the institution about their process and deadlines for both.
- Submit both applications and documents needed. The following documents must accompany your application:

- » A South African Identity Document
- » Proof of household income (copies of your parents’ salary slips.)
- » An affidavit from the South African Police Services (if your parents are not employed you must produce an affidavit from the police station confirming this
- » Copies of your siblings’ (those at school or tertiary level) and parents’ Identity Documents.

If you have any questions, contact the FAO or SSC on campus who will advise you about study loans and help you with the student loan application.

THE FAO OR SSC WILL:

- Explain how you’ll access the money and repay your student loan, and
- Decide whether you are financially eligible for a study loan.

If the FAO or SSC asks you for additional information or documents, it is your responsibility to respond promptly and accurately. The decision to allocate funds is based on financial needs (determined by a national means test), and having the academic potential to succeed. The institutions will guide you on this.

How do I repay the loan?

You will repay the loan when you start working and earn more than R30 000 per annum. You must constantly inform NSFAS of your contact details e.g. postal or physical address, employment details landline, cell number and email address.



NSFAS

National Student Financial Aid Scheme

For more information on NSFAS:

Tel no: 0860 067 327

Email: info@nsfas.org.za

www.nsfas.org.za

Postal address: Private Bag X1

Plumstead

7801

South Africa

University financial aid

Each university has a financial aid office that assists students with loan and bursary applications. Refer page 28 for the list of South African Universities and how to get hold of them.

Other funding sources

Many government departments, such as Basic Education (Funza Lushaka), Social Development, Labour, and Science and Technology, to mention a few, offer bursaries to learners who meet certain requirements. These are bursaries that usually have a work-back condition – in other words, you will be required to work for the number of years for which you received the bursary (or longer).

There are also a number of organisations and companies, such as the Rural Education Access Programme (REAP), mining companies, law firms, accounting firms, and entities such as Telkom, ESKOM and CSIR, to mention a few, that also offer bursaries to high achieving and deserving learners.

They may require that you “pay back” the bursary by working at their organisation once you have completed your studies, but this is a plus as you gain work experience and have a guaranteed job after you have completed your studies. Ask the university’s FAO or SSC at the TVET College about these and other available scholarships, bursaries and loans.

Sometimes when you apply for a bursary, you may be asked to write a



letter of motivation. A great introduction in your letter gives a good first impression. The letter must be well written and to the point, highlighting your strengths and detailing your long-term goals. Ensure that the letter is respectful and mature in tone, grabs the potential funder's attention and compels them into action, i.e. awarding you with a bursary.

Most major commercial banks also provide services for student loans and parents can also approach the company at which they are employed for a bursary or student loan on behalf of their child.

To secure financial assistance you should consistently conduct searches via the internet and media to discover what current opportunities are available and the relevant criteria for student loans, bursaries and scholarships for the next academic year. You should talk to mentors to gain advice about financial assistance to study in a particular career field you would like to follow. Identify the professional body for that specific career field and engage them on financial assistance avenues that you can pursue.

Remember each student loan, bursary or scholarship has different terms and conditions and you must carefully weigh the advantages and disadvantages before deciding whether to apply or accept one

of these opportunities. It is recommended that you do thorough research to compare different opportunities and what they offer to ensure that you meet all of the required criteria and most importantly to match your career aspirations to these opportunities.

When applying for a student loan, bursary or scholarship make sure you also do the following:

- Complete the application in full thus ensuring you provide sufficient information about yourself, your future plans, and career aspirations.
- Never submit a late application as this will automatically disqualify you from the opportunity.
- Be truthful about your financial situation. If you are not in financial distress it will be discovered later on as all financial statements have to be submitted
- Be realistic when asked for a yearly spending budget, do not try to get more resources than actually required as you may not end up qualifying for the funding.
- There is nothing to lose, so be open, honest and transparent about the available resources you do have as it will improve your chances of gaining an opportunity you really need to secure your future.



Public Service Training

Opportunities

Some government departments offer post-school education and training opportunities, through colleges and centres for capacity development. Graduates from these colleges are often specifically recruited to work for these government departments.

Although some of these opportunities may require a Grade 12 pass, they may at times have other additional requirements.

You will need to find out more about these opportunities at the respective government departments listed below. Also be on the lookout for intake opportunities, which are usually advertised in newspapers.

Please make early enquiries with the different government departments below about the opportunities they offer.

Department of Health

There are several qualifications offered by nursing colleges. These include:

- Diploma in Nursing;
- Bachelor of Nursing; and
- Advanced Diploma: Community Nursing Science

For a list of registered nursing colleges, visit <http://www.sanc.co.za> or call 012 420 1035/1045.

South African Police Services (SAPS)

If you wish to train to be a police officer visit your nearest police station for more information or call the national office on 012 393 1000 or visit the website at: <http://www.saps.gov.za/careers>.

Department of Correctional Services.

This department occasionally advertises training opportunities for correctional officers. If you are interested in a career of this nature, you can also keep an eye out for advertisements in the newspapers. Trained correctional officers may have an opportunity to be permanently employed upon completion of their training. For further information call 012 307 2227 or visit the website at <http://www.dcs.gov.za>.

Department of Defence

The Department of Defence offers a variety of training and employment opportunities in the army, the navy, the air force and the military health services. You can also serve as a reservist in the defence force. Be on the lookout for the department's next intake or call:

- Army: 012 355 9111
- Health: 012 367 9000
- Navy: 012 339 4352
- Air Force: 012 312 2911

Department of Public Works

Temporary work opportunities exist in the Expanded Public Works Programme. Participants receive training in a variety of areas depending on what projects are being implemented in different areas often through the Municipal Infrastructure Grant. For more information call your local municipality or the department on 012 406 1000 or visit the website, <http://www.epwp.gov.za>.

Department of Cooperative Governance & Traditional Affairs

There are opportunities offered through Community Work Programmes in different municipalities. Visit your nearest local municipality for more information. Alternatively call the national office on 012 334 0600 or visit the website, <http://www.cogta.gov.za>.

Department of Labour

This department provides career and job seeking related information and other important information. Visit your nearest labour centre or visit the website <http://www.labour.gov.za> or call 012 309 4048/4662. There are many opportunities on offer, this is only meant to help give you a head start as you look for employment and training opportunities after Matric.

Other Opportunities Worth

Knowing About

Learnerships

A learnership is a structured learning programme that consists of a theoretical and practical component and that leads to a qualification registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification.

Learnerships are regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider. This agreement must be registered with the employer's relevant SETA. (refer pg31 for list of SETA's)

An employer can enter into learnership agreements with existing employees or with learners who are not employees. If the employer enters into a learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner when the learnership ends.

THE BENEFITS OF A LEARNERSHIP

- The learner earns whilst he/she learns
- The programme is outcomes-based
- The learner interacts with the working environment and receives valuable practical experience
- Assessment occurs at various stages and is learner-centered i.e. it is based on the learner's competence
- The qualification is recognised nationally

#fact

Keep an eye on newspapers as employers often use newspapers to advertise learnership opportunities

HOW TO JOIN A LEARNERSHIP IF YOU ARE UNEMPLOYED

- Unemployed people must register as work seekers at the Department of Labour
- Look for employers in the sectors in which you wish to obtain a learnership i.e. nursing in public and private hospitals, social auxiliary work at the Department of Social Development or Non-Government Organisations (NGOs) or social work agencies
- Prepare a concise CV and make sure that your subjects are correct for the learnership that you are interested in
- Find employers that offer learnerships
- Make contact with potential employers by sending a concise CV (address it to the HR Department for the attention of the Skills Development Division)

Internships

An internship may be defined as career specific work experience that one undertakes either during and/or after one's studies in order to gain practical experience in one's chosen career. It's a tough job market out there and any experience you can offer a potential employer can only work in your favour and make you more competitive in the job market.

Such experience also enables the individual to gain a better understanding of the nature of the working world and the challenges they will face throughout their career development process. Aside from gaining practical experience in the workplace, an internship provides the individual with the opportunity to make use of the skills acquired from the training provided at school, university or college.

The nature of an internship varies from company to company. Some internships are unpaid, yet there are many companies that pay their interns a small monthly salary. In situations where candidates perform exceptionally well during an internship, companies often offer the intern a permanent position.

WHY DO AN INTERNSHIP?

Any work experience is usually useful when compiling a CV targeted at career development. Experience as an intern not only works in your favour as you have some 'real life' experience, it also demonstrates your dedication and commitment to the field and your chosen career.

Experience as an intern will also provide you with the opportunity to start networking with contacts that could possibly assist you in respect of your career goals in the long run.

Entrepreneurship

Entrepreneurship is the willingness to develop, organise and manage a business venture while taking calculated risks to generate profits.

Entrepreneurs are pioneers, innovators, leaders and inventors who do not follow the status quo, they think out of the box in an ever-evolving world. They are people who are at the forefront of technological or social movements driven by forward-thinkers in their desire to push the envelope. They are confident and self-motivated dreamers who are realistic and practical but most importantly, they are achievers who accomplish their goals.

In other words, an entrepreneur is a person who can take an idea, whether it is product or service related and apply their aptitude, determination and courage to do whatever it takes to turn that concept into a reality making it a viable product or service that people want or need.

Entrepreneurs also exhibit resilient characteristics as failure is a very realistic norm in the world of entrepreneurship. Entrepreneurs should be willing to fail and start over again, taking the past lessons they have learned to create new and improved ventures.

Entrepreneurship means different things to different people. Some people aspire to be technological giants like Mark Zuckerberg or Steve Jobs, the founders of Facebook and Apple respectively, and others intend to own

a local takeaway or taxi service. The recipe however for successful entrepreneurship encompasses the same values. It's up to you to decide at what level you like to apply them.

If you're ready to enter the world of entrepreneurship, here are a few important tips to keep in mind.

- Entrepreneurship is hard work so make sure it is what you want.
- Be passionate, persistent and determined - always!
- Research, research, research! It increases your chances of success.
- Learn from other people's mistakes especially those who are in business
- There is a creative solution to every problem, find it!
- Get advice from those who have done it already.
- Network with like-minded people
- Do what you do best and outsource the rest
- Don't be afraid to try, it's better to have tried and failed than to have not tried at all.

Community Service

Community service is about helping people or organisations typically based in the area that you live in although volunteer work can be carried out in any neighborhood, in any country, in any part of the world.

Community service benefits the destitute, underprivileged children, senior citizens, people with disabilities, old age homes or generally people in need of assistance. Community service also extends to help animals, animal shelters or to improve

communal places such as local parks or places of heritage.

Community service can be undertaken by you as an individual or as a group effort. Most often community service initiatives are organised through local religious groups, places of worship, primary or secondary schools or non-profit organisations within the community. You can also exhibit your leadership skills by starting your own community service projects.

You do not get paid to perform community service, though sometimes food and small tokens of appreciation are given to volunteers for their assistance.

HOW COULD YOU HELP YOUR COMMUNITY?

Depending on your skills and interests you could:

- Collect school supplies for underprivileged schoolchildren and donate your time to tutor them after school.
- Visit senior citizens at an old age home and read to them or put on a theatre show for their entertainment.
- Improve the environment by holding a clean-up drive, planting trees or creating a recycling depot.
- Help out the destitute by handing out food at a soup kitchen or collecting used clothes to be donated.

WHAT ARE THE BENEFITS OF COMMUNITY SERVICE?

- You get the satisfaction of knowing that

the direct impact of your work is helping to improve someone's life or some things in life while simultaneously making your community a better place to live.

- You can learn many different skills while performing community service such as DIY, construction, painting, customer service, event coordination and leadership. You can also include your community service work on your curriculum vitae.
- You can focus your community service efforts in a field you may want to work in later on. If you are considering becoming a veterinarian, you could volunteer at an animal shelter or assist at a hospital if you want to be a doctor. The experience you gain from community service can help you get a job in the future, and it also gives you the opportunity to see if you really enjoy a particular career or not.

Participating in community service is tremendously good for your personal growth as one becomes more responsible, organised, considerate and compassionate, which are all good qualities to have, as well as qualities that both colleges and employers like to see in applicants.

You can meet many fantastic people while performing community service. Community service is often done in groups which make it really easy to make friends with the people you are working with. You may also become friends with the people you are helping and learn from other people experiences, it is a fantastic way to broaden your horizons.

Some Practical Advice

for the Future



Applying for a Job

You are going to enter the working world at some point and making a good strong job application will always count in your favour no matter whether it's a weekend job, a part time job or a full-time job once you've graduated.

Here are a few useful tips to guide you along the way as the main principles of applying for a job remain the same.

Create a Curriculum Vitae (CV) for your job applications. This is a basic document containing your personal details, key skills and work experience which gives the recruiter a bit of background about you and your suitability for the position on offer.

In most instances, you can also include a covering letter with your CV which is a short write-up telling the recruiter why you will be the most suitable to perform the job at hand. A guidance counselor or career advisor at school or college can help you put together a concise yet comprehensive CV and cover letter which highlights your most outstanding skills. If you have not formally worked at a company before you can add in your experience from doing volunteer work or vacation work.

These days the majority of available jobs are advertised online via job vacancy websites or directly on company websites. You can also use an internet search engine to help you find the exact job that is suited to your needs. Recruitment agencies still, however, place adverts in community, local and national newspapers so be sure to keep an eye on them as well.

Most job applications are also made online so be sure to read and understand the requirements of each application and adhere to these requirements, this could mean attaching your certifications or references from previous jobs, it could also be the difference in securing an interview or not.

If you are more interested in weekend or part-time work you could take your CV along to your local shopping mall and speak to store managers about available vacancies. Even if they have no vacancies at present you can demonstrate your outgoing personality, so when they do have a vacancy you'll be the person they call.

Attending a Job Interview

Applying for a job is only the first step to finding employment. It is a successful interview that will actually determine whether you secure the job. Here are some tips for making a good impression.

When you are invited for the interview ask the recruiter for the job specification for the position you will be interviewed for. Understand what you will be required to do should you be successful for the position. Draw up a list of questions that you require clarity on in the job description. These can be addressed at the interview. You can ask what the expected start date is. Or will there be training provided? This shows your interest in doing the job.

Research the company that you will be interviewing with. This can be done with an internet search. Find out their history, knowing a little bit about the company and what they do shows your interest in the company. You can also derive if the values company holds are in sync with your own.

Before your interview, be sure to know your CV exceptionally well so that you can highlight your positive qualities or experience without having to refer to your CV. Research standard job interview questions on the Internet so that you know what to expect and consider your answers in advance. For example, many interviewers will ask “What are your strengths and weaknesses?” or “Why should I hire you?” It’s a great idea to practice with a friend or parent beforehand.

On the day, make sure you show up 15 minutes early for your scheduled interview.

This demonstrates your punctuality. Dress appropriately, taking an interest in your appearance shows the quality in your personality and one’s respect for self. When you meet your interviewer shake hands with them, make eye contact, state your name with confidence, and thank them for their time and opportunity.

When answering questions relate your previous experience so that you express how hiring you will benefit the company. If you do not have previous experience, comment on how you will be able to add value to the company. Keep your answers concise and to the point. If you don’t understand a question or you didn’t really hear it properly do not be afraid to ask to have it rephrased or repeated.

Be absolutely honest in all your answers as it displays your integrity.

Let the interviewer raise the topic of salary and if asked be realistic about your experience relative to the remuneration on offer.

Throughout your interview, smile, make eye contact and be optimistic. You will never make a favourable impression with a poor attitude or by speaking negatively. When the interview is done, be sure to shake hands and thank the interviewer again.

Send a thank-you email immediately afterward and follow-up with a phone call after a couple of days.

Good luck! You may not get the first job that you apply for. Don’t be discouraged. Keep trying until the right job for you comes along.

Options for Tertiary Training

in South Africa

TVET colleges

| PROVINCE | COLLEGE | CONTACT DETAILS |
|--------------|-------------------------------------|--|
| Eastern Cape | Buffalo City TVET College | 043 049 9201 www.bccollege.co.za |
| | Eastcape Midlands TVET College | 041 995 2000 www.emcol.co.za |
| | Ikhala TVET College | 045 838 2593 www.ikhalacollege.co.za |
| | Ingwe TVET College | 0392550346 www.ingwecollege.edu.za |
| | King Hintsa TVET College | 0474913722 www.kinghintsacollege.edu.za |
| | King Sabata Dalindyebo TVET College | 047 5360 923/4 www.ksdcollege.edu.za |
| | Lovedale TVET College | 043 642 1388 www.lovedalecollege.co.za |
| | Port Elizabeth TVET College | 041 585 7771 www.pecollege.edu.za |
| Free State | Flavius Mareka TVET College | 016 976 0815/29 www.flaviusmareka.net |
| | Goldfields TVET College | 057 392 1027 www.gfc.za.net |
| | Maluti TVET College | 058 713 3048/6100 www.malutifet.org |
| | Motheo TVET College | 051 406 9300 www.motheotvet.co.za |
| Gauteng | Central Johannesburg TVET College | 011 484 1388 www.cjc.co.za |
| | Ekurhuleni East TVET College | 011 730 6600 www.eec.edu.za |
| | Ekurhuleni West TVET College | 011 876 6958 www.ewc.edu.za |

| PROVINCE | COLLEGE | CONTACT DETAILS |
|----------------|--------------------------------|---|
| Gauteng | Sedibeng TVET College | 016 422 6645 www.sedcol.co.za |
| | South West TVET College | 011 984 1260 www.swgc.co.za |
| | Tshwane North TVET College | 012 323 8623 www.tnc4fet.co.za |
| | Tshwane South TVET College | 012 660 8581 www.tsc.edu.za |
| | Western TVET College | 011 693 3608 www.westcol.co.za |
| Kwa-Zulu Natal | Coastal TVET College | 031 905 7000 www.coastalkzn.co.za |
| | Elangeni TVET College | 031 716 6700 www.efet.co.za |
| | Esayidi TVET College | 039 318 1433 www.esayidifet.co.za |
| | Majuba TVET College | 034 318 2021 www.majuba.edu.za |
| | Mnambithi TVET College | 036 638 3800 www.mnambithicollege.co.za |
| | Mthashana TVET College | 034 980 1010 www.mthashanafet.co.za |
| | Thekwini TVET College | 031 250 8400 www.thekwinicollege.co.za |
| | Umfolozu TVET College | 035 902 9503 www.umfolozicollege.co.za |
| | Umgungundlovu TVET College | 033 341 2100 www.ufetc.edu.za |
| | Capricorn TVET College | 015 297 8367 www.capricorncollege.co.za |
| Limpopo | Lephalale TVET College | 014 763 2252 www.lephalalefetcollege.co.za |
| | Letaba TVET College | 015 307 5440 www.letabafet.co.za |
| | Mopani South East TVET College | 015 781 5721 www.mopanicollege.edu.za |
| | Sekhukhune TVET College | 013 269 0278 www.sekfetcol.org |
| | Vhembe TVET College | 015 963 3156 www.vhembefet.co.za |
| | Waterberg TVET College | 015 491 8581 www.waterbergcollege.co.za |

| PROVINCE | COLLEGE | CONTACT DETAILS |
|---------------|----------------------------------|---|
| Mpumalanga | Ehlanzeni TVET College | 013 752 7105 www.ehlanzenicollege.co.za |
| | Gert Sibande TVET College | 017 712 9040 www.gscollege.co.za |
| | Nkangala TVET College | 013 690 1430 www.nkangalafet.edu.za |
| North West | Orbit TVET College | 014 592 7014 www.orbitcollege.co.za |
| | Taletso TVET College | 018 384 2346 www.taletsofetcollege.co.za |
| | Vuselela TVET College | 018 406 7800 www.vuselelacollege.co.za |
| Northern Cape | Northern Cape Rural TVET College | 054 331 3836 www.ncufetcollege.edu.za |
| | Northern Cape Urban TVET College | 053 839 2000 www.ncufetcollege.edu.za |
| Western Cape | Boland TVET College | 021 886 7111/2 www.bolandcollege.com |
| | College of Cape Town for TVET | 0860 103 682 www.cct.edu.za |
| | False Bay TVET College | 021 003 0600 www.falsebaycollege.co.za |
| | Northlink TVET College | 0860 065 465 www.northlink.co.za |
| | South Cape TVET College | 044 884 0359 www.sccollege.co.za |
| | West Coast TVET College | 022 482 1143 www.westcoastcollege.co.za |

Universities and University of Technology

| PROVINCE | COLLEGE | CONTACT DETAILS |
|--------------|--|--------------------------------|
| Eastern Cape | Rhodes University | 046 603 8248 www.ru.ac.za |
| | Nelson Mandela Metropolitan University | 041 504 3182 www.nmmu.ac.za |
| | University of Fort Hare | 040 602 2282 www.ufh.ac.za |
| | Walter Sisulu University | 043 702 9359 www.wsu.ac.za |

| PROVINCE | COLLEGE | CONTACT DETAILS |
|----------------|---|-----------------------------------|
| Free State | Central University of Technology | 051 507 3375 www.cut.ac.za |
| | University of the Free State | 051 401 9160 www.ufs.ac.za |
| Gauteng | Tshwane University of Technology | 012 382 4149 www.tut.ac.za |
| | Vaal University of Technology | 016 950 9484 www.vut.ac.za |
| | University of Johannesburg | 011 559 3575 www.uj.ac.za |
| | University of Pretoria | 012 420 2389 www.up.ac.za |
| | University of the Witwatersrand | 011 717 1081 www.wits.ac.za |
| | Durban University of Technology | 033 845 8890 www.dut.ac.za |
| Kwa-Zulu Natal | Mangosuthu University of Technology | 031 907 7189 www.mut.ac.za |
| | University of Kwa-Zulu Natal | 031 260 7839 www.ukzn.ac.za |
| | University of Zululand | 035 902 6307 www.unizulu.ac.za |
| Limpopo | University of Limpopo | 015 268 2405 www.ul.ac.za |
| | University of Venda | 015 962 8421 www.univen.ac.za |
| North West | North-West University | 018 299 2045 www.nwu.ac.za |
| Western Cape | Cape Peninsula University of Technology | 021 959 6594 www.cput.ac.za |
| | University of Cape Town | 021 650 2125 www.uct.ac.za |
| | University of Stellenbosch | 021 808 9111 www.sun.ac.za |
| | University of the Western Cape | 021 959 9753 www.uwc.ac.za |
| National | University of South Africa | 011 471 2366 www.unisa.ac.za |

Private Universities and Colleges

| PROVINCE | COLLEGE | CONTACT DETAILS |
|--------------|---|--|
| Nationwide | Boston City Campus and Business College | 011 551 2000 www.boston.co.za |
| | CTI Education Group | 010 595 2999 www.cti.ac.za |
| | Damelin | 0860 532 887 www.damelin.co.za |
| | IMM Graduate School of Marketing | 011 628 2000 www.immgsm.ac.za |
| | Inscape Design College | 012 346 2189 www.inscape.ac.za |
| | Management College of Southern Africa | 0 31 300 7200 www.mancosa.co.za |
| | Milpark Business School | 021 673 9100 www.milpark.ac.za |
| | Oval Education International | 011 403 1151 www.myoval.co.za |
| | Qualitas Career Academy | 016 932 4499 www.qualitasworld.co.za |
| | Varsity College | 012 348 2551 www.varsitycollege.co.za |
| | Rosebank College | 011 403 2437 www.varsitycollege.co.za |
| Vega School | 011 521 4600 www.vegaschool.com | |
| Gauteng | Monash South Africa | 011 950 4000 www.msa.ac.za |
| Gauteng | Regenesys Business School | 011 669 5000 www.regenesys.net |
| Western Cape | Cornerstone Institute | 021448 0050 www.cornerstone.ac.za |

Sector Education and

Training Authorities (SETA's)

FASSET

Financial and Accounting Services Sector
Education and Training Authority

Tel: 011 476-8570

Fax: 011 476-5756

www.fasset.org.za

BANKSETA

Banking Sector Education and Training
Authority

Tel: 011 805-9661

Fax: 011 805-8348

www.bankseta.org.za

CHIETA

Chemical Industries Education and Training
Authority

Tel: 011 726-4026

Fax: 011 726-2425

www.chieta.org.za

FP&M SETA

Fibre Processing Manufacturing Sector
Education and Training Authority

Tel: 011-234 2311

Fax: 011-234 2350

www.fpmseta.org.za

CETA

Construction Education and Training
Authority

Tel: 011 265-5900

Fax: 011 265-5924/5

www.ceta.org.za

ETDP

Education, Training and
Development Practices

Tel: 011 372 3300

Fax: 086 604 8934

www.etdpseta.org.za

EWSETA

Energy Sector Education and Training
Authority

Tel: 011 689-5320

Fax: 011 689 5340/5341

www.eseta.org.za

FOODBEV

Food and Beverages Manufacturing
Industry Sector Education and Training
Authority

Tel: 011 253-7300

Fax: 011 253-7333

www.foodbev.co.za

HWSETA

Health and Welfare Sector Education
and Training Authority

Tel: 011 607-6907

Fax: 011 616-7393

www.hwseta.org.za

INSETA

Insurance Sector Education
and Training Authority

Tel: 011 544 2000

Fax: 011 484 0862

www.inseta.org.za

LGSETA

Local Government Sector Education
and Training Authority
Tel: 011 456-8579
Fax: 011 450-4948
www.lgseta.co.za

MICT

Media, Advertising, Information and
Communication Technologies Sector
Education and Training Authority
Tel: 011 207 2600
Fax: 011 805 6833
www.isett.org.za

MQA

Mining Qualifications Authority
Tel: 011 630-3503
Fax: 011 832-1044
www.mqa.org.za

MERSETA

Manufacturing, Engineering and Related
Services Sector Education and Training
Authority
Tel: 011 484-9310
Fax: 011 484-9319
www.merseta.org.za

SASSETA

Safety and Security Sector Education
& Training Authority
Tel: 011 347-0200
Call Centre: 086 110 2477
Fax: 011 805-6630
www.sasseta.org.za

AGRISETA

Agriculture Sector Education
and Training Authority
Tel: 012 301-5600
Fax: 012 325-1677
www.agriseta.co.za

PSETA

Public Service Sector Education and Training
Authority
Tel: 012 423-5700
Fax: 012 423-5755
www.pseta.gov.za

SERVICES

Services Sector Education and Training
Authority
Tel: 011 276 9600
Fax: 011 276-9650
www.serviceseta.org.za

CATHSSETA

Culture, Arts, Tourism, Hospitality and
Sport Education and Training Authority
Tel: 011 217-0600
Fax: 011 783-7745
www.cathsseta.org.za

TETA

Transport Education and Training
Authority
Tel: 011 781-1280
Fax: 011 781-0200
www.teta.org.za

W&RSETA

Wholesale and Retail Sector
Education and Training Authority
Tel: 012 622 9500
Fax: 012 665 2559
www.wrseta.org.za

Notes:

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015 295 4302

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Cnr Nelson Mandela Drive
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018 381 1192

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47 Kellner Street
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013 762 3027

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Leah Mangope Highway
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018 363 3017

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Gert Sibande TVET
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13 Mel Mentz Street
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Free State

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Refer to the 'contact us' button at www.hwseta.org.za for updated information

