CAREER WORKBOOK
FOREWORD

By Stephen Hollis | Partner at Adams & Adams

One of the oldest and most often relied upon quotes relating to career advice is the following quote, which some attribute to the Chinese philosopher, Confucius, who lived way back in around 500BC: "Choose a job you love, and you will never have to work a day in your life."

I regularly encounter this quote when reading or listening to people discuss career choices, but find it to be somewhat misleading. People who find themselves stuck in a professional position that is not their absolute passion in life are not necessarily in a regrettable or bad position. A lawyer’s passion might be surfing, and he or she might dream of the best surf breaks around the world while staring out of the office window once in a while, but work and play are always two very different things. When you change the ‘thing that you do for fun in your spare time’ to the ‘thing you do for work, financial gain and survival’, and you impose structure on the former, with related deadlines, obligations, performance related evaluations, etc., an activity that you associate with fun and your passion could lose its appeal in no time.

It is nowadays very difficult to choose a job that you love, since most young people entering university doors for the first time or the job market armed with degrees or certifications do not know what to expect from the day-to-day participation at a specific workplace. The decision on what career to follow should ideally only be taken after consultation with various individuals who are already professionals in the relevant industry. Vacation work is a good way to spend some time in a work environment to observe the atmosphere and whether you can picture yourself being happy in such an environment. In today’s competitive world, students need to be proactive. They need to reach out to professionals in industry – arrange a coffee with a lawyer from a prominent law firm if you wish to become a lawyer; or ask for some part-time work on a film set or in a music recording studio if you want to be an actor or singer; find a mentor in your industry – a professional person who would make time to have a coffee with you every quarter to discuss and analyse your progress; and engage with people in industry on social media in a meaningful way. Research the work done by pioneers in an industry that interests you, connect with them on social media platforms like LinkedIn, engage with them, comment on their publications, etc. Start building your professional network straight away – you don't have to wait until you have your law degree before understanding what it would be like to be a lawyer and whether you are likely to have a passion for your job one day or not. If your view of what it would be like to be a lawyer is shaped by the TV show ‘Suits’ (or any other TV show or film for that matter), this lawyer is telling you that ‘you are way off’.

The bottom line is that you should try to find as much enjoyment in what you do as possible. So, when embarking on this journey of finding yourself a profession, remember to focus on your strengths, be wise to your weaknesses (and work on them constantly) and look for a niche within an industry that you would be better at than most, because
of your talents, special interest and focus, which develop effortlessly from something you like doing. Remember that work is work and play is play and it is not necessarily a bad thing for a lawyer to also be a good surfer who may not see the ocean as often as he/she can. Don't try to force a passion out of a job choice due to career advice such as the famous quote from Confucius. Make an informed decision, have fun building a network of professional contacts to learn from, find the career path in which you can excel and set yourself apart from the rest, in honest recognition of your interests and talents (and weaknesses).

Develop a clear understanding of what it would be like to practise a certain profession before studying towards a certification or degree. The information is available to you if you apply yourself well. Have fun with it. In the end, if you know what to expect, the likelihood of finding an enjoyable and fulfilling career path will increase exponentially. Work will remain work and play will remain something completely different. So, you would likely work most of the days of your life, despite the age-old saying from Confucius, whether you enjoy it or not. Don't try to force the selection of a career path simply on the basis of what you currently perceive to be your passion or fun activities of the moment. Understand yourself, understand the career paths available to you and the work environments each will likely lead you to, and the overlap of career satisfaction and personal enjoyment of what you do could very well materialise effortlessly, without you even realising it one day.
MESSAGE FROM THE CAREER SERVICES TEAM

Imagine yourself standing in front of an open space knowing that you hold the key to creating anything and everything you have been dreaming of. How will your space take shape? What will you create, sculpt, develop and construct? The UJ Career Services Unit would like to take this opportunity to congratulate you on taking the very first step towards becoming the architect of your future career. Throughout this workbook you will be guided through a process of self-discovery and self-development, you will be taught how to make the right subject choice decisions and will also be provided with career related tools and resources that will allow you to lay the foundation for your future career. By completing the activities in this workbook you will be breaking ground into new ventures and will be able to draw up your ideal future career plans. So pick up your pen, open your mind and put on paper what’s inside!

“Wherever you go, whatever you seek,
I know you will conquer, no matter the peak.
By the look in your eyes, I can sense your drive,
I’m so happy, I know you will thrive”.

Here’s to your future success!
The PsyCaD Career Services Unit
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#1: ALL YOU NEED TO KNOW ABOUT SUBJECT CHOICE

MAKING THE RIGHT SUBJECT CHOICE FOR YOU

Your subject choice forms the very first chapter in your career journey and will set the tone for your future career plans. The subject combination you choose at a Grade 9 level impacts on your career plans as certain study programmes require compulsory subjects.

It is a decision that requires a lot of responsibility and research. However, it is important to remember that your subject choice is not your ultimate career choice so it does not require you to know exactly what you are going to be doing for the rest of your life.

WHAT YOU NEED TO KNOW!

The National Senior Certificate (NSC)

Structure of the National Senior Certificate (NSC)

To qualify for the National Senior Certificate (NSC), a learner needs seven subjects, four of which are compulsory and three are the learner’s choice. In the compulsory section, every learner will have to take two languages (one being the language of Learning and Teaching and the other, a First Additional Language), Life Orientation and either Mathematics or Mathematical Literacy.

In addition to the four compulsory subjects, learners must choose an additional three subjects from the approved subject list. Learners can take up to four languages as part of their seven subject package. Some of the approved subjects have been classified as designated subjects, which are more suitable for tertiary study. These subjects are important if you plan to enter degree, diploma or certificate studies.

NSC Requirements

A NSC (Grade 12 Certificate) shall be issued to a learner who has complied with the following requirements:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Minimum Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Compulsory subjects</td>
<td>Obtain at least 40% in the Home Language.</td>
</tr>
<tr>
<td>2 Languages</td>
<td>Obtain at least 30% in the other one language.</td>
</tr>
<tr>
<td>Mathematics or Mathematical Literacy</td>
<td>Obtain at least 40% in Mathematics or Mathematical Literacy.</td>
</tr>
<tr>
<td>Life Orientation</td>
<td>Obtain at least 40% in Life Orientation.</td>
</tr>
<tr>
<td>3 Additional choice subjects</td>
<td>Obtain at least 40% in one of the subjects.</td>
</tr>
<tr>
<td></td>
<td>Obtain at least 30% in the other two subjects.</td>
</tr>
</tbody>
</table>
Minimum Admission Requirements

1. To pass your school year
   It is compulsory to pass:
   • The language in which you are taught and one other language;
   • Mathematics or Mathematical Literacy and
   • Life Orientation.

2. To pass with admission to do a CERTIFICATE programme
   You need a National Senior Certificate (NSC).

3. To pass with admission to do a DIPLOMA programme
   You need a National Senior Certificate (NSC) with an achievement rating of 3 (Moderate Achievement, 40%-49%) or better in four recognised NSC 20-credit subjects.

4. To pass with admission to do a DEGREE programme
   You need a National Senior Certificate (NSC) with an achievement rating of 4 (Adequate Achievement, 50%-59%) or better in four recognised 20-credit NSC subjects.

Please note that each university will have its own minimum entry requirements over and above these per faculty.

5. The recognised 20-credit NCS subjects are:
   • Accounting
   • Agricultural Sciences
   • Business Studies
   • Dramatic Arts
   • Economics
   • Engineering Graphics and Design
   • Geography
   • History
   • Consumer Studies
   • Information Technology
   • Languages (one language of learning and teaching at a higher education institution and two other recognised language subjects)
   • Life Sciences
   • Mathematics
   • Mathematical Literacy
   • Music
   • Physical Sciences
   • Religion Studies
   • Visual Arts

Group A subjects (Compulsory)
   • Official Languages at home and first additional level (This includes first and second additional languages)
   • Mathematical Science (Mathematical Literacy or Mathematics)
   • Human and Social Studies (Life Orientation)
Group B subjects
- Agriculture
- Culture and Art
- Business, Commerce and Management Studies
- Official languages at second additional level and non-official languages
- Engineering and Technology
- Human and Social Studies (History, Geography and Religion Studies)
- Physical, Mathematical, Computer and Life Sciences
- Services (Consumer Studies, Hospitality Studies and Tourism)

6. Certain certificate, diploma or degree programmes have additional requirements, for example:
- Engineering will require Mathematics and Physical Science;
- Commerce will require Mathematics;
- Art will require a portfolio;
- Health Sciences will require Mathematics, Physical Science and/or Life Science; and
- Science will require Mathematics, Physical Science and/or Life Science.

It is thus important for you to consider your best career choices to be able to make the correct subject choice. Each university offers different programmes and requires different admission point scores (APS). Based on this information, each Grade 9 learner has to choose the subjects that best suit his/her possible career choice.

What to Consider

Remember to consider these important things when making a subject choice:

1. **Who am I?**
   - What am I passionate about? What do I like doing?
   - What subjects do I enjoy at school?
   - Which subjects am I good at? Are they also the subjects I enjoy?
   - What are my marks in these subjects?
   - Can I see myself studying further?
   - What careers support my subject choice?
   - If my marks are low, can I improve them? Can I take extra lessons? Can I pay more attention in class? Study harder and longer? Can the teacher give me extra homework? Can a friend help?

2. **Where am I going?**
   - What can I see myself doing one day?
   - In what line of work would I like to be one day?

3. **How do I get there?**
   - What school subjects do I need to get into University/College/Private Institution?

It is vital for you to research your area of career interest in order for you to make the best possible career decision.
#2: TIME TO START THINKING ABOUT YOUR FUTURE CAREER

QUICK TIPS ON CHOOSING A CAREER

So it’s time to start thinking about what career you may one day be interested in pursuing. Here are a few things that you should consider when you start to think about what it is you would like to get into!

Who am I?

Learn about yourself.
- Values: What is important to you?
- Interests: What appeals to you?
- Skills/Aptitude: What are you good at?
- Personality: What makes you, you? / Who are you?

Where am I going?

Now that you have started to learn a little more about yourself, it’s time to learn more about different careers. Pick at least three different careers that you find interesting and talk to people who are working in that field or, if possible, find a part-time or volunteer job in that field. You could also try job shadowing! It’s helpful to ask questions such as, “What’s good and bad about this job?” and “What are the educational requirements?” There are many sources of career and job information available: check the Internet or go to a library; conduct informational interviews; visit Career Resource Centres.

How do I get there?

Consider how much training you will need for the career you’re interested in.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Careers</th>
</tr>
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<tbody>
<tr>
<td>High School Qualification</td>
<td>Cashier, Receptionist, Retail Salesperson, Security Guard, Waiter or Waitress and others.</td>
</tr>
<tr>
<td>Special Career Training</td>
<td>Auto Service Technician or Mechanic, Cosmetologist, Police Officer, Boilermaker and others.</td>
</tr>
<tr>
<td>(e.g. Apprenticeship)</td>
<td></td>
</tr>
<tr>
<td>Higher Education Qualification</td>
<td>Accountant, Engineer, Nurse, Pilot, Teacher, Public Relations Officer, Doctor, Lawyer, Video Game Designer and others.</td>
</tr>
</tbody>
</table>
There are some useful websites that you might want to visit while doing your research on different careers.

**Links and Resources:**

- www.brainwavecareers.co.za
- http://eduone.co.za
- http://www.academicinvest.com/
- http://www.careerhelp.org.za
- http://www.gostudy.mobi/careers
- http://www.careerplanet.co.za/careers
- http://www.thecareersportal.co.za
- http://www.youthvillage.co.za
- http://www.hesa.org.za
- http://www.careerindaba.co.za/
- http://www.jobprofiles.org
- http://www.education.gov.za
- http://www.careerjunction.co.za
- http://www.qvs.co.za
- http://www.gostudy.net/uj
- http://getsmarter.co.za
- http://www.vegaschool.com
- www.greenmatter.co.za
- www.ecsa.co.za
- www.engenius.org.za
- https://targetjobs.co.uk/
- http://www.studentbrands.co.za
- http://www.vuma.ac.za
- http://www.wrc.org.za
GETTING TO KNOW YOURSELF

Understanding yourself is an important step when you start to think about careers that you might like. Before you can think about possible careers, you need to focus in on YOU! It is important to think about what your strengths, talents (yes, we all have these), interests and weaknesses are. Take some time and think about yours!

1. WHAT AM I REALLY GOOD AT?

2. WHAT AM I INTERESTED IN?

3. WHAT DO OTHER PEOPLE THINK I SHOULD STUDY/DO AFTER SCHOOL?

4. WHAT ARE MY WEAKNESSES?

5. TO ME, SUCCESS MEANS:

6. I AM PASSIONATE ABOUT:
DISCOVER YOUR CAREER INTEREST TYPE?

Unsure about what career you would like to pursue one day? Complete this activity and see what careers may be a good fit for you.

Look at the 6 blocks below, and choose the top 3 that you identify most with. Rate them in preference from 1 to 3. Ignore the ones that you are less interested in.

**R = REALISTIC THE DOER**

**Description:**
Realistic people tend to enjoy working with their hands and tools.

**Skills:**
- Build
- Repair
- Grow
- Often outdoors

**Characteristics:**
- Practical (hands on)
- Down-to-earth (grounded)
- Straightforward (say it as it is)
- Resourceful (able to make a plan)

**Example:**
If R is one of your top 3 preferences, give an example when you used these skills.

**Rating**

---

**I = INVESTIGATIVE THE THINKER**

**Description:**
Investigative people enjoy putting their mind to test, by investigating and solving problems.

**Skills:**
- Observing
- Learning
- Problem solving
- Generating ideas

**Characteristics:**
- Prefer jobs in the Scientific, Mathematical and Medical fields
- Curious (like to ask questions)
- Like to learn
- Analytical (someone who breaks down problems into smaller parts to find a solution)

**Example:**
If I is one of your top 3 preferences, give an example when you used these skills.

**Rating**
A = ARTISTIC
THE CREATOR

**Description:**
Artistic people enjoy and appreciate creative/artistic expression (for themselves and/or in others) in varied forms; examples include language, art, music and drama.

**Skills:**
- Imagination, creative and innovative
- Expression of ideas or feelings
- Intuitive (gut feeling)
- Sensitive and in tune with their feelings and the environment

**Characteristics:**
- Prefer unrestricted work environment
- Flair for communicating ideas
- Abstract (visionary, idealistic)
- Original (out-of-the-box thinking)

**Example:**
If A is one of your top 3 preferences, give an example when you used these skills.

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S = SOCIAL
THE HELPER

**Description:**
Social people enjoy working with, and helping people.

**Skills:**
- People skills
- Promoting the well-being of others
- Informing, enlightening and developing people
- Assisting, organising and supervising human interaction

**Characteristics:**
- Compassionate and friendly
- Follow a moral and ethical code of practice
- Tactful (diplomatic peacekeepers)
- Co-operative (strive towards unity, working together)

**Example:**
If S is one of your top 3 preferences, give an example when you used these skills.

---
E = ENTERPRISING
THE PERSUADER

Description:
Enterprising people enjoy working with others influencing, leading and managing them.

Skills:
• Managerial skills
• Speaking and Leadership abilities
• Persuasive abilities (the ability to sell ideas and things, and convince others)
• Entrepreneurial (business minded)

Characteristics:
• Not afraid to take a risk
• Competitive
• Ambitious (want power, status and material possessions)
• Assertive, bold and self-confident

Example:
If E is one of your top 3 preferences, give an example when you used these skills.

C = CONVENTIONAL
THE ORGANISER

Description:
Conventional people prefer to work with words and numbers, and carry out detailed instructions.

Skills:
• Organised and scheduled
• Detail-orientated
• Stick to instructions and set rules
• Admin and numerical skills (capturing, recording, organising information - repetitive and routine work appeals to them)

Characteristics:
• Efficient
• Conscientious (meticulous and thorough)
• Conventional and traditional
• Retrained and disciplined

Example:
If C is one of your top 3 preferences, give an example when you used these skills.

Rating

Rating
Note your three letter code below:

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</table>

Refer to https://www.onetonline.org/find/descriptor/browse/Interests/ Once you are on this page, click on your 1st interest type. You then need to select your 2nd and 3rd interest type, and the page will provide you with possible careers that match your unique code.

**Disclaimer:**

The above mentioned codes are inspired by John L. Holland’s (1958, 1973, 1985 and 1997) Vocational Personality Theory. The above information is only intended to be used as a guide for career development. Further research and guidance should be sought by the students.

*Developed by PsyCaD’s Assessment Team. With thanks to Ms Kersha Mintram, Ms Sugretta Botha, Ms Raeesa Mayet and Ms Fatima Jogie.*
CAREER ACTION PLAN

WHAT STEPS DO I TAKE IF I WOULD LIKE TO STUDY FURTHER?

STEP 1: GATHER INFORMATION ABOUT YOURSELF
Ask yourself questions such as:
- a) What am I good at?
- b) What am I interested in / what kinds of things do I enjoy doing?
- c) What do I value / what is important to me?

STEP 2: GATHER INFORMATION ABOUT A POSSIBLE VOCATION/JOB
Ask yourself questions such as:
- a) What type of job would I like?
- b) What working conditions would I prefer?
- c) What are the requirements to get to where I would like to be?
- d) What will my salary/benefits be like?

BRING YOUR TWO WORLDS TOGETHER

STEP 3: MATCH THE INFORMATION YOU GATHER ABOUT YOURSELF WITH THE INFORMATION YOU GATHER ABOUT A POSSIBLE CAREER OF INTEREST
- a) Choose the best possible career that matches your personality, values and interests

STEP 4: CHOOSE AN INSTITUTION
- a) University
- b) University of Technology
- c) FET College
- d) Private Institution

STEP 5: APPLY FOR
- a) Admission
- b) Financial aid
- c) Accommodation

STEP 6: PREPARE FOR YOUR FUTURE STUDIES
- a) Choose your subjects
- b) Improve your study skills
- c) Manage your time effectively
- d) Ask when you need help
CAREER STEPS ACTIVITY

Now that you have given some thought to possible careers, it’s time to take action!

1. Decide on top 3 careers/jobs.

2. Think about what you need to study / do in order to gain entry into that profession.

3. Where can you study / train?

4. Where can you work?
I WANT TO STUDY AFTER SCHOOL, WHAT ARE MY OPTIONS?

Okay, so you’re almost done with school and are thinking of studying further. But you’re unsure about where to study. Traditional universities seem to be the only route that you think you could take. This is not true! There are various higher and further educational institutions to consider and choose from. Let’s have a look at these options, shall we?

Universities:

Do you enjoy reading a lot of theory and exercising your brain muscles? Then you may be more academically inclined and attending a university may be what you are looking for. You may choose to attend traditional universities or comprehensive universities. Traditional universities focus more on academics and offer degrees, whereas comprehensive universities offer both degrees and diplomas. Examples of traditional universities include the University of Cape Town (UCT), University of Witwatersrand (WITS), University of Pretoria (UP), North-West University (NWU) and Rhodes University (RU). Examples of comprehensive universities include the University of Johannesburg (UJ), University of South Africa (UNISA), Nelson Mandela Metropolitan University (NMMU), University of Venda (Univen), Walter Sisulu University (WSU) and University of Zululand (UniZulu).

Vocational institutions:

Perhaps you find that you enjoy learning more practically than theoretically, then training to be a technologist may be more your interest and learning at a vocational institute may suit you best. Vocational institutions focus on experiential learning in addition to learning academically. A few examples of universities of technology in South Africa include the Vaal University of Technology (VUT), Tshwane University of Technology (TUT), Durban University of Technology (DUT), Cape Peninsula University of Technology (CPUT) and Mangosuthu University of Technology (MUT).

Other institutions that offer a combination of theory and practical subjects can be found at Technical Vocational and Training (TVET) Colleges [formerly known as Further Education and Training Colleges (FET)] as well as Sector Education and Training Authorities (SETA). A few examples of TVET institutions include the Central Johannesburg TVET College, Coastal KZN TVET College, Goldfields TVET College, Capricorn TVET College and Boland TVET College.

Examples of SETAs include:

- Agriculture Sector Education and Training Authority (AGRISETA)
- Fibre Processing and Manufacturing SETA (FP&M SETA)
- Health and Welfare Sector Education and Training Authority (HWSETA)
- Media, Advertising, Publishing, Printing and Packaging SETA (MAPP SETA)
You can visit the following websites for more information on TVETs and SETAs:


In addition to knowing where you would like to study, it is important to also know how you would like to study. Options of attending a higher educational institution vary from attending lectures on a full-time or part-time basis to learning via correspondence.

Now that you know a little bit on what your studying options are, it’s time to contact the various institutions to obtain more information.

And remember to choose an institution that will best suit your needs and help you develop in academic, social and professional spheres.

Author: Lucy Chirwa, Counselling Psychologist, Centre for Psychological Services and Career Development (PsyCaD)
10 TOP TIPS FOR CHOOSING A UNIVERSITY

Reabetsoe Buys, a counselling psychologist at Monash South Africa, offered 10 key considerations to think about when choosing the right institution for tertiary study.

According to Buys, always consider the class size the institution offers, as well as the quality of lectures and learning support, as personal attention can positively affect the quality of your learning.

“Consider whether or not the institution has established global links or networks that would allow you to learn from a global viewpoint, easily access international opportunities and become an active global citizen,” said Buys.

She advised those seeking to further their education to do their research to establish whether the institution offers an entrepreneurial viewpoint and allows them to learn skills that are imperative to a successful, entrepreneurial-minded career.

“Always keep in mind that it is worthwhile to study interdisciplinary degrees and programmes where flexible academic learning capabilities are offered. It is also important for the institution to offer social opportunities and experiences that allow you to engage with individuals of various nationalities, enhancing your cultural learning," she said.

Another tip from Buys was to evaluate the institution’s graduate prospects to ensure eligibility to participate in internships to gain exposure to the working world. “Be sure to check that interactive community programmes are offered as these enhance leadership, project management and time management skills while making a difference in the community.

“It is important that the tertiary institution offers support services including counselling, academic support, skills development and support for students with special needs.”

According to Buys, establish whether or not the institution can teach you the necessary knowledge and skills that can be applied in the workplace across a variety of organisational settings including corporate, government and non-profit sectors. “Lastly, ensure that, as a student, you will be provided with the appropriate tools to understand the issues affecting the business challenges of today. Upon completion of your course, you should be able to comprehend, critically evaluate and interpret the workings of a global business, as well as do business in Africa.”

Sourced from: http://rosebankkillarneygazette.co.za/208887/10-tips-for-choosing-a-university/
WHY CAREER GUIDANCE IS CRUCIAL FOR YOUR FUTURE SUCCESS

Career development is becoming a very important factor to consider and is also a process that should start at a young age, and continue throughout your life. This will most likely assist you in determining the various careers you are able to take on in fulfilling your career story. Once you complete Grade 12, you have the option of taking a gap year, going to study at an institution of higher learning such as a university, going to work abroad or going straight into the world of work. Making the decision to work, study or travel can be a daunting task, which requires much thought. It is for this reason that universities such as the University of Johannesburg offer career guidance, which is a process of exploration that will assist you in making an informed decision. In many instances students who enter university study a course and end up working in a totally different field, purely because they discover at a later stage where their interests and passions lie. When in actual fact this could have been remedied earlier through a career assessment.

If you are unsure about what you would like to pursue upon the completion of Grade 12, explore all possible avenues that interest you through researching your preferred fields of interest, networking with people in those respective fields, or perhaps spending a day in the life of someone who has taken that path. This will give you greater insight into what you are able to do and how you can go about it. It is also important to remember that the choice you make must be your own choice, as this will set the platform for your future career direction.

Some of the interesting initiatives you can participate in as you prepare for your post Grade 12 plans include attending take-a-girl/boy-child-to-work initiatives, career days or career talks, visiting open days at higher education institutions or national career days hosted throughout your region.

Author: Juliet Joseph-Solomons, Employee Relations Specialist, Centre for Psychological Services and Career Development
#3: EVERYTHING UJ

DISCOVERING THE GENERAL AND SPECIFIC REQUIREMENTS AT UJ

Studying at a university does not mean one long party! Studying is hard work and takes commitment, perseverance, pride and dedication. Before you decide what you want to study make sure you comply with the general admission requirements of the university AND the specific admission requirements of the faculty where you want to study. Please note, even if you comply with all the requirements, you may still not get in. At UJ we can only accept a limited number of students in each faculty.

ADMISSION REQUIREMENTS AT UJ

General requirements: NSC or NCV

National Senior Certificate

In order to apply to study at the University of Johannesburg, you will need a National Senior Certificate (NSC). Check out the general requirements for the different undergraduate qualifications that you can pursue:

1. If you would like to study towards a higher certificate you will need to have a NSC.

2. If you would like to study towards a diploma you will need a NSC AND you would need to have taken 4 designated subjects AND achieved a minimum level of 3 (40-49%) for each of these subjects.

3. If you would like to study towards a degree you will need a NSC AND you would need to have taken 4 designated subjects AND achieved a minimum level of 4 (50-59%) for each of these subjects.

Please refer to the section on making the right subject choice for you for a list of the designated subjects.

National Certificate (Vocational) Admission (NCV)

The University of Johannesburg also accepts the NCV. Eight out of the 9 faculties accept the NCV however the NCV is only accepted for certain programmes within the different faculties and there are specific admission requirements for each programme that accepts the NCV. Please check the UJ Undergraduate Prospectus for more information about which programmes accept the NCV and what the specific admission requirements for these programmes are.
SPECIFIC REQUIREMENTS:

Subject Choice

You will need the compulsory subjects specific to the qualification at the minimum achievement level. Let’s take Civil Engineering for example. If you would like to apply to study Civil Engineering at UJ, you would need to meet the general requirements to study towards a degree AND you would need to have passed Mathematics and Physical Science with at least a 60%. If you would like to find out about the specific admission requirements for the programme that you are interested in, check out the UJ Undergraduate Prospectus. You can find it at www.uj.ac.za/study@UJ.

Admission Point Score (APS)

Each programme at UJ requires a certain Admission Point Score. In order to qualify for a course at UJ, you need to meet the minimum APS for the course that you are interested in. You will find out the APS requirements for each course in the UJ Undergraduate Prospectus.

Here is how to calculate your Admission Point Score (APS):

In the table below fill in your subjects and your most recent Grade 11/12 marks as well as your rating scale for each subject. Add up your rating scales to calculate your APS. (See the levels of achievement on the next page).

Please note that Life Orientation is no longer included when calculating your APS at UJ.

<table>
<thead>
<tr>
<th>School Subjects</th>
<th>Marks</th>
<th>Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total APS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rating Scale (NSC and new IEB)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Outstanding Achievement</td>
<td>80-100</td>
<td>7</td>
</tr>
<tr>
<td>Meritorious Achievement</td>
<td>70-79</td>
<td>6</td>
</tr>
<tr>
<td>Substantial Achievement</td>
<td>60-69</td>
<td>5</td>
</tr>
<tr>
<td>Adequate Achievement</td>
<td>50-59</td>
<td>4</td>
</tr>
<tr>
<td>Moderate Achievement</td>
<td>40-49</td>
<td>3</td>
</tr>
<tr>
<td>Elementary Achievement</td>
<td>30-39</td>
<td>2</td>
</tr>
<tr>
<td>Not Achieved</td>
<td>00-29</td>
<td>1</td>
</tr>
</tbody>
</table>
DISCOVERING THE FACULTY @ UJ THAT COMPLEMENTS YOUR CAREER INTERESTS

What is a faculty?

A faculty is a division of the university specialising in a specific career area. It has teaching and research facilities to offer undergraduate and postgraduate qualifications. At UJ we have 9 different faculties offering nearly 200 undergraduate programmes (courses).

Understanding yourself is an important step when choosing a course of study. You need to know whether you have the “make-up” or personality to cope with the demands of the course. Some courses require analytical thinking while others depend on creative thinking. Some courses need people-skills, and others demand practical skills. The following 9 self-knowledge quizzes will help you get to know yourself better, and see which course of study will suit you best.

Complete all 9 quizzes by reading the statements and ticking the checkbox if it describes you and leaving it blank if it doesn’t. Add up your ticks for each quiz. The more ticks you have, the better suited you are for that specific course or direction of study.
<table>
<thead>
<tr>
<th>CAREER AREA: ART, DESIGN AND ARCHITECTURE</th>
<th>CAREER AREA: ECONOMIC AND FINANCIAL SCIENCES</th>
<th>CAREER AREA: EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statements</td>
<td>Statements</td>
<td>Statements</td>
</tr>
<tr>
<td>1. I am interested in designing houses,</td>
<td>1. I am interested in working with figures.</td>
<td>1. I am interested in</td>
</tr>
<tr>
<td>buildings and interiors.</td>
<td></td>
<td>teaching others.</td>
</tr>
<tr>
<td>2. I am interested in book layout and</td>
<td>2. I am interested in investigating financial</td>
<td>2. I am interested in</td>
</tr>
<tr>
<td>making sketches.</td>
<td>fraud.</td>
<td>developing educational</td>
</tr>
<tr>
<td>3. I am interested in drawing and</td>
<td>3. I am interested in the economy of a</td>
<td>3. I am interested in</td>
</tr>
<tr>
<td>painting.</td>
<td>country.</td>
<td>children's development.</td>
</tr>
<tr>
<td>4. I am interested in designing and</td>
<td>4. I am interested in financial planning.</td>
<td>4. I am interested in</td>
</tr>
<tr>
<td>buying clothes and accessories.</td>
<td></td>
<td>educational problems</td>
</tr>
<tr>
<td>5. I am interested in designing and</td>
<td>5. I am interested in the world of banking.</td>
<td>5. I am interested in</td>
</tr>
<tr>
<td>selling jewellery.</td>
<td></td>
<td>children and adults</td>
</tr>
<tr>
<td>6. I can visualise in 3-D and I have an</td>
<td>6. I have excellent numerical abilities.</td>
<td>6. I have excellent</td>
</tr>
<tr>
<td>eye for detail.</td>
<td></td>
<td>communication abilities.</td>
</tr>
<tr>
<td>7. I have excellent designing and artistic skills.</td>
<td>7. I have strong research skills.</td>
<td>7. I can explain</td>
</tr>
<tr>
<td>8. I have the ability to transfer</td>
<td>8. I have excellent writing, speaking and</td>
<td>information to others.</td>
</tr>
<tr>
<td>concepts onto paper.</td>
<td>planning abilities.</td>
<td></td>
</tr>
<tr>
<td>9. I am practical, logical and</td>
<td>9. I am a logical thinker, and I pay</td>
<td>9. I am self-motivated,</td>
</tr>
<tr>
<td>and precise.</td>
<td>attention to detail.</td>
<td>dedicated and patient.</td>
</tr>
<tr>
<td>10. I am creative, innovative and</td>
<td>10. My work is precise and methodical.</td>
<td>10. I am hard-working</td>
</tr>
<tr>
<td>artistic.</td>
<td></td>
<td>and can work with</td>
</tr>
<tr>
<td>11. I enjoy art and design subjects.</td>
<td>11. I would like to work in an office.</td>
<td>children.</td>
</tr>
<tr>
<td>12. I would like to work in studios and</td>
<td>12. I enjoy Maths and Business subjects.</td>
<td></td>
</tr>
<tr>
<td>offices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total ticks:</strong></td>
<td><strong>Total ticks:</strong></td>
<td><strong>Total ticks:</strong></td>
</tr>
</tbody>
</table>

26
<table>
<thead>
<tr>
<th>CAREER AREA: ENGINEERING AND THE BUILT ENVIRONMENT</th>
<th>CAREER AREA: HEALTH SCIENCES</th>
<th>CAREER AREA: HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Statements</strong></td>
<td><strong>Statements</strong></td>
<td><strong>Statements</strong></td>
</tr>
<tr>
<td>1. I am interested in science and technology.</td>
<td>1. I am interested in eye and vision problems and diseases.</td>
<td>1. I am interested in peoples’ behaviour and counselling.</td>
</tr>
<tr>
<td>2. I am interested in construction.</td>
<td>2. I am interested in medical care.</td>
<td>2. I am interested in community work.</td>
</tr>
<tr>
<td>3. I am interested in designing electrical &amp; electronic equipment.</td>
<td>3. I am interested in sport psychology and communications.</td>
<td>3. I am interested in translating, writing and editing.</td>
</tr>
<tr>
<td>4. I am interested in manufacturing and maintaining machines.</td>
<td>4. I am interested in healing using natural medicine.</td>
<td>4. I am interested in politics and philosophy.</td>
</tr>
<tr>
<td>5. I am interested in the metals used in metallic goods.</td>
<td>5. I am interested in skincare and body health.</td>
<td>5. I am interested in social work and the welfare of other people.</td>
</tr>
<tr>
<td>6. I have excellent problem-solving skills.</td>
<td>6. I have the ability to work with people in need.</td>
<td>6. I have excellent language abilities.</td>
</tr>
<tr>
<td>7. I can visualise a 3-D building from a 2-D plan.</td>
<td>7. I have excellent hand-eye coordination and practical skills.</td>
<td>7. I have the ability to gather information and predict behaviour.</td>
</tr>
<tr>
<td>8. I can calculate costs and budgets.</td>
<td>8. I have excellent research abilities.</td>
<td>8. I can motivate and influence people.</td>
</tr>
<tr>
<td>9. I am responsible, a logical thinker and a strong leader.</td>
<td>9. I am hard working and emotionally stable.</td>
<td>9. I am sensitive, compassionate and patient.</td>
</tr>
<tr>
<td>10. I am accurate, precise and methodical.</td>
<td>10. I am self-motivated, disciplined and tolerant.</td>
<td>10. I am confident, dedicated and have a strong 6th sense.</td>
</tr>
<tr>
<td>11. I would like to work outdoors, in laboratories, mines or on building sites.</td>
<td>11. I would like to work in clinics, salons or consulting rooms.</td>
<td>11. I would like to work in an office, a clinic or media house.</td>
</tr>
<tr>
<td><strong>Total ticks:</strong></td>
<td><strong>Total ticks:</strong></td>
<td><strong>Total ticks:</strong></td>
</tr>
<tr>
<td>Statements</td>
<td>Statements</td>
<td>Statements</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>1. I am interested in following criminal cases.</td>
<td>1. I am interested in tourism and travel opportunities.</td>
<td>1. I am interested in programming and coordinating computer systems.</td>
</tr>
<tr>
<td>2. I am interested in giving legal advice.</td>
<td>2. I am interested in managing companies, hotels and resorts.</td>
<td>2. I am interested in animal behaviour, origins and ecology.</td>
</tr>
<tr>
<td>3. I am interested in drawing up contracts and legal documents.</td>
<td>3. I am interested in logistics and information management.</td>
<td>3. I am interested in geology, the environment and plants.</td>
</tr>
<tr>
<td>4. I am interested in writing and editing law books.</td>
<td>4. I am interested in job placement and company policies.</td>
<td>4. I am interested in physics, chemistry and laboratory experiments.</td>
</tr>
<tr>
<td>5. I am interested in prosecuting and defending clients.</td>
<td>5. I am interested in consumer needs and marketing.</td>
<td>5. I am interested in human physiology and genetics.</td>
</tr>
<tr>
<td>6. I have excellent communication and writing skills.</td>
<td>6. I have excellent communication and sales skills.</td>
<td>6. I am meticulous and have good technical abilities.</td>
</tr>
<tr>
<td>7. I can reason logically and stay calm.</td>
<td>7. I can evaluate a customer’s needs quickly.</td>
<td>7. I can make detailed observations.</td>
</tr>
<tr>
<td>8. I have excellent reading skills and a good memory.</td>
<td>8. I have excellent management and organisational skills.</td>
<td>8. I can gather information and work with apparatus.</td>
</tr>
<tr>
<td>10. I can interpret problems quickly and accurately.</td>
<td>10. I have good judgement and I can negotiate well.</td>
<td>10. I am thorough and I pay attention to detail.</td>
</tr>
<tr>
<td>11. I would like to work in courts of law and offices.</td>
<td>11. I would like to work in offices, companies and hotels.</td>
<td>11. I would like to work in laboratories, outdoors and in offices.</td>
</tr>
<tr>
<td>12. I enjoy subjects such as Languages, History and Business subjects.</td>
<td>12. I enjoy business subjects such as Tourism and Hospitality.</td>
<td>12. I enjoy Maths, Sciences and practical subjects.</td>
</tr>
</tbody>
</table>

**Total ticks:**

**Total ticks:**

**Total ticks:**
FIND OUT YOUR RESULTS

Fill in your total ticks for each career area:

<table>
<thead>
<tr>
<th>Art, Design &amp; Architecture</th>
<th>Economic &amp; Financial Sciences</th>
<th>Education</th>
<th>Engineering &amp; the Built Environment</th>
<th>Health Sciences</th>
<th>Humanities</th>
<th>Law</th>
<th>Manage-ment</th>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
</tbody>
</table>

What your scores mean:
• If you have between 9 – 12 ticks then this faculty will suit you. Go for it!
• If you have between 5 – 8 ticks then this faculty may or may not be for you?! You are advised to further explore other faculties.
• If you have between 1 – 4 ticks then this faculty is not for you. You are not well-suited to this area of study and you are advised to choose another faculty.

Based on your scores, write down your top three career areas:

1. 2. 3.

If you would like to explore your career interests further, please complete the Career Interests Questionnaire which can be found at: http://www.gostudy.net/uj.

Disclaimer:
The above information is only intended to be used as a guide for career development. Further research and guidance should be sought by the students.
APPLICATIONS @ UJ

It is now time to discover how to apply for your courses

Apply well in advance to make sure you are accepted into the faculty of your choice

Remember!! You have to apply before the closing date!! Applications for all undergraduate programmes at UJ normally open on 1 April of the year preceding the year of study and close on the last Friday of September @ 12:00. Please refer to the University of Johannesburg, Undergraduate Prospectus, for more information.

Applying to a tertiary institution is not at all like school. There are strict rules about your application that you need to follow for a successful application.

Remember, an application is a legal document and if you breach it, you may be held liable. Therefore, make 100% sure you want to apply for the specific course and that you COMPLY with all the requirements. Make sure you understand all the ‘fine print’ and obligations BEFORE YOU SUBMIT YOUR APPLICATION.

Here are some tips:

😊 Applications are available online @ www.uj.ac.za. Once on the website, follow the link to www.uj.ac.za/Apply

😊 Online applications are free!

😊 If you have any enquiries with regard to your online application, these may be sent to onlineapp@uj.ac.za or you may call the UJ Call Centre on 011 559 4555.

😊 Please note that receiving a UJ student number (reference number) does not imply you are a student. You are only a student once you have officially registered with the University.

😊 Fill in your forms correctly and honestly.

😊 You will need a valid email address in order to apply online. All communication with regard to your application will be sent to you via email/SMS.

😊 It is important to remember that meeting the minimum admission requirements for a specific programme does not necessarily guarantee admission to that particular programme.

😊 You may only apply for two study choices.

😊 Your application form is a reflection of YOURSELF- ensure that the form is filled in correctly so that UJ will form a favourable impression of YOU!!
CHOOSE YOUR COURSE OF INTEREST AT UJ

Calculate your APS score and make sure that you meet the minimum APS requirements for that particular course

Book for the National Benchmarking Test (NBT). Visit the NBT website at www.nbt.ac.za for more information

Make sure you comply with the general requirements

Remember that LO is not calculated in your APS score at UJ

Remember to certify all your documents!

Make sure you have the right subjects required for that course

Make sure you hold a valid South African ID or passport

APPLY 😊
FUNDING YOUR STUDIES! WHAT ARE YOUR OPTIONS?

If you are thinking of studying after high school, remember that you will need to be able to fund your studies. This can be really challenging, but don’t despair, because there are many ways that you can do this. Start by finding out what your options are.

How can you fund your studies?

There are a number of ways to fund your studies. If you are very lucky your family can pay for you and support you – OR you might qualify for a scholarship – OR you can try to apply for a bank loan – OR you can try to apply for financial aid – OR you can try to apply for a bursary.

There are many different ways to fund your studies, but you need to put in the time and the effort in order to find suitable funding. It is important that you know how you are going to fund your studies before you apply.

Let’s take a closer look at some of the different ways in which you can fund your studies:

Scholarships

Scholarships are awarded to students who have achieved outstanding academic results. Scholarships usually do not have any conditions of employment. It is important to remember that financial aid differs from one scholarship to another. Some scholarships will only pay for tuition fees and books, while others cover all expenses.

Student loans from banks

It is sometimes difficult to get a bank loan for your first year of study. If you choose to fund your studies using a bank loan remember these two things:

1. You will need a surety (someone who earns money to sign with you) and pay interest monthly.
2. Loans have to be repaid after completion of your studies.

National Student Financial Aid Scheme (NSFAS)

The National Student Financial Aid Scheme (NSFAS) was set up to help needy South African students to further their education at public universities and Technical and Vocational Education and Training (TVET) colleges (formerly known as FET colleges). A NSFAS loan is an amount of money you borrow from NSFAS to cover the costs associated with your tertiary studies. A NSFAS loan can be used to pay tuition fees, books and university accommodation fees. You can apply for NSFAS funding for your first undergraduate degree, diploma or higher certificate OR National Certificate (Vocational) course at a TVET College. A NSFAS loan does not require a credit check of you or your parents. Repayment is easy, and the interest rate is low. Plus, part of the loan will not be repayable if you do well in your studies.

If you want to find out more about NSFAS, call 0860 067 327, visit www.nsfas.org.za- or send an email to info@nsfas.org.za.
Bursaries

Bursaries are awarded to students to help alleviate the costs of study or training at an academic institution. They are usually awarded on merit but may also be given to any promising student who needs the money. Bursaries are awarded for one year, two years or for the entire period of study, depending on your academic achievement. It is important to remember that the amount of money awarded differs from one bursary to another and may or may not cover ALL of your expenses.

If you are looking for a bursary, visit the websites listed below. They list the majority of bursaries available in South Africa. Please note, each bursary has specific requirements, so make sure you comply with these before applying.

- Career Wise: www.careerwise.co.za
- Study Trust: www.studytrust.org.za
- Go Study: www.gostudy.mobi
- UJ Career Guidance Programme (PACE) (The programme has a Bursaries tab with all the bursary schemes. It can be sorted by country, organisation, closing date and study field. www.gostudy.net/uj/bursaries
- Bursaries South Africa (a list of all Bursaries available in South Africa): http://bursaries.southafrica.co.za/list-of-all-bursaries-in-south-africa/
- National Research Foundation: www.nrf.ac.za

At UJ we offer Merit Bursaries to students who have achieved exceptional academic results. For example, if you obtain an Admission Point Score (APS) of between 40 and 42 (70% plus) you can get a 50% discount on your tuition fees.

For more information on bursaries and finance at UJ, please visit Student Finance (https://www.uj.ac.za/studyatUJ/Student-Finance).

Training Programmes/Learnership

Some companies offer learnerships. A learnership is a work based learning programme that allows you to study and gain workplace experience at the same time. Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hair dressing or project management. A learnership requires a learner to enter into a fixed term employment contract with the company whilst studying towards a qualification, which is in line with the learnership (the cost of the qualification falls to the company). If you are looking for a learnership, be sure to check out these websites:

- http://www.puffandpass.co.za/category/learnerships
- http://correctionalserviceslearnership.com/
- http://www.studentroom.co.za/category/learnership/
- https://www.indeed.co.za/Learnership-jobs
- http://www.youth.co.za/jobs/list
- http://www.careerplanet.co.za/learnerships
What options have you researched?


Write down at least three options:


What do you need to do to get the funding mentioned above?
Example: Apply for bursary at Sasol


JOB SHADOWING

Job shadowing is undoubtedly one of the most useful and important experiences any student can have. Find out the key benefits of job shadowing, and read what professionals have to say about this valuable experience.

If this article were about personal and professional success, I’d probably start with a quote like the following by Leonard Lauder:

“When you live in the shadow of a big tree, you have to run twice as fast to get into the sunlight.”

I’d serve you a corny but valid explanation of how you, of course, inherently are the sunlight, and need to work on discovering your brilliance. I’d point out that you need to let your inner light shine across the trees and valleys of your life, and soon you’d be a shadow no more.

But alas, is this article not precisely about how job shadowing is a step in the direction of success? Indeed it is. So does the idea of being someone’s shadow not contradict the idea of shining your inner light? Nope, it doesn’t.

Here’s why.

What is Job Shadowing?

It’s quite simple. When you job shadow, you follow a professional through their workday, as though you were their shadow. You spend a given amount of time with that person in their workplace to learn about their day-to-day working life, ideally within a career field that matches your studies. It’s like a mini version of an unpaid work internship.

Colin Tichauer works in the local transportation, bridge, and geometric design engineering industry. He says the following about job shadowing:

“Many scholars develop a “rose-tinted” view of the profession that they would like to do when they leave school. Job shadowing gives them an opportunity to understand, a little better, the nature of work and opportunities that are available in the profession they are considering.”

As a shadow, your job is less about doing, and more about observing, and taking in as much information as you can – by watching, listening, interviewing people, and taking mental and written notes about the kind of job and career you are exploring. These notes can include all kinds of aspects, like the person’s working hours, salary, hands-on tasks, or the general work atmosphere.
Job shadowing is essentially about getting the gist of what it means to be a... you name it. As a student, this can be a real game changer. It can catapult your ambition to finish your degree, but it can also divert your entire course of sail and lead you to drop your major.

**Key Benefits of a Job Shadow Experience:**

- Exposure, exposure, exposure!
- Reality check
- Dodging a bullet
- Inspiration and connections

**Does Job Shadowing Boost Your CV?**

Absolutely. Nowadays experience is as important as a qualification (sometimes even more so). If you arrive at a job interview as a fresh graduate, and you already have various job shadowing gigs and internships listed on your CV that gives you a huge advantage.

Not only does it show that you have had exposure to the working world, but also that you are a go-getter and will go the extra mile to get what you want. When companies hire new employees, they look for more than just a piece of paper. They look for personality, innovation, and someone who will be a genuine asset to their company.

As a young job applicant with a decent amount of job shadowing experience, you already communicate that you are someone with innovative, diligent, and ambitious tendencies.

**Be a Shadow, Then Emerge**

To get back to the point of all of this. Though it may seem counter-intuitive, sometimes roaming around in the shadows is a good thing. You can use the shadowy space to observe and learn from the more experienced.

When the time comes, you’ll take what you’ve learnt – from your studies, from exposure to job shadowing and internships, and from personal experience – and shine your inner brilliance as bright as the mid-day sun on Camps Bay Beach (in February).

In the words of Ram Dass:

“The shadow is the greatest teacher for how to come to the light.”

Spend some time with this teacher. Observe them, learn from them, and take the lessons as a starting point on the way to your own personal and professional success.

*Sourced from: https://educonnect.co.za/job-shadowing-big-fuss/*
THE JOB SHADOWING CHECKLIST: HOW TO GET THE MOST OUT OF YOUR EXPERIENCE

Flashy boardrooms or working in teams...Is that job really such a dream? Whether you are daydreaming about shooting wildlife in the depths of the Amazon or sipping Cappuccino in your corner office, at some point we have all envisioned what our perfect career is going to look like. While it may serve as a starting point for inspiration, how we perceive a career may influence important aspects such as subject choices and fields of study.

Job shadowing can be thought of as an exploration of a career path. It allows you the opportunity to observe a professional at work, thereby experiencing the career in reality. By consulting Career Magazines at the Career Resource Centre and conducting web searches, you would be able to find a suitable organisation to shadow at. Use the checklist below to get the most out of your experience:

<table>
<thead>
<tr>
<th>Before Job Shadowing…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research is key- Become familiar with the organisation you will be shadowing at.</td>
</tr>
<tr>
<td>Be mindful about the setting you are entering into- Dress for the role at hand.</td>
</tr>
<tr>
<td>Be open-minded- Leave all preconceived ideas at the door! Be careful not to associate a career with a single experience at a specific organisation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During Job Shadowing…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be polite and interactive.</td>
</tr>
</tbody>
</table>
| Make key observations and ask yourself the following questions:  
  • Do I see myself performing these job duties?  
  • Does the general routine (job hours, schedule, and flexibility) of this job fit into the lifestyle I want for myself?  
  • Would I be happy with these or similar work conditions? Think about the setting you are most likely to work in- would it be mostly indoors or outdoors, in a predominantly busy or quiet environment, etc. | ✓ |
| Ask the professional you are shadowing questions related to:  
  • Highlights and challenges of the job  
  • How this career role fits into the organisational structure  
  • Advantages and disadvantages of the job | ✓ |

<table>
<thead>
<tr>
<th>After Job Shadowing…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be sure to send a follow up Thank you note to the professional that you shadowed. This not only displays professionalism, it may also serve as a gateway to network your way into future opportunities at the organisation.</td>
</tr>
<tr>
<td>Make a pro’s and con’s list and work through all the information you have received from your experience</td>
</tr>
<tr>
<td>How does this job fit into my future goals?</td>
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<tr>
<td>How is it different from what I have imagined it to be?</td>
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<tr>
<td>Could I see myself doing this as a career?</td>
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QUESTIONS TO ASK IN YOUR INFORMATIONAL INTERVIEW

Informational interviews can be a great way to learn more about the careers that you are interested in. Try and find someone who is currently in a career that you are interested in. Ask them if they wouldn't mind chatting to you about what they do.

Here are some questions that you could ask them to make the most of the informational interview:

★ What are the training/tertiary qualifications needed to get into the job?
★ Where can you study to get into this career?
★ What are the tertiary study requirements for this occupation?
★ What is required to obtain admission?
★ How long will you study?
★ What are the funding options and requirements?
★ What are the job opportunities available in the market place in this field?
★ What are some of the related/similar careers?
“Focus on educating yourself. This is more meaningful and far more powerful. Your education is the key to unlocking your potential. Furthermore, with education you are able to ‘aspire to inspire, before you expire!’” – Destiny, (Honours, PMG student)

“Work hard and give it your best.” – Zamokuhle, (First year, Commercial Accountancy Student)

“Education is an ongoing process; don’t be afraid to learn new things.” – Khayakazi, (Masters, PMG student)

“You can get anywhere if you do not bully yourself.” – Mbali, (First Year, Accountancy student)

“Have long term goals in life. Life outside of high school will only set you up for short-term goals. So decide between instant gratification and lifelong success.” – Chris, (Fourth year, LLB student)

“Consistency and discipline are the name of the game.” – Rutendo, (Fifth year, LLB student)

“Training yourself to work independently is very important. Lecturers are not going to run after you for your work” – Thomas, (Masters, Developmental Studies Student)

“Education does not only secure the future but it enlightens and empowers.” – Arthur, (Third year, Accountancy student)

“No matter how hard it is, don’t give up.” – Karabo, (Second year, Accountancy Student)

“Whatever career you decide on, you need to be passionate about it, be ready to work hard and learn interesting things. Remember to also believe in yourself, dream big and know that you can do it. University is a bit challenging but if one believes in oneself and stay motivated, one can make it greatly in the industry.” – Adivhaho Mphaphuli, (Engineer in the making)
NEED TO UPGRADE YOUR MATRIC RESULTS?

Need information on where you upgrade your matric results? Call one of the institutions below to get more information:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Details</th>
<th>Contact Information</th>
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</table>
| Summat Institute     | They offer full-time or part-time courses and the new syllabus exams are written in October/November. This may prove to be problematic for our applicants as they will not yet have these results in time to apply at UJ before 30 September. The old syllabus (matric prior to 2008) exams are written in May/June and applications for these have already closed. Applicants will therefore only be able to write these exams next year. | 011-402-6170  
 service@summat.co.za  
 http://summat.co.za |
| Department of Education | Adult Education  
 Mr. M. Mokgatle | 011-355-0363  
 080-020-2933 |
| Brainline            | Neels Velleon  
 They offer part-time/correspondence courses and release results throughout the year with final examinations written in October/November. | 082-573-1679  
 012-543-5000  
 neelsv@brainline.com |
| Star Schools Gauteng | 12th Floor, Sable Centre, 41 De Korte Street, Braamfontein, 2017 | 011-403-3390  
 011-403-2323 |

10 THINGS FOR HIGH-SCHOOL STUDENTS TO REMEMBER

by Randall S. Hansen, Ph.D.

Believe it or not, if you’re in high school right now, you’re at a great point in your life. You have your whole life in front of you. And now is a good time to start thinking about your future, to make some initial plans; just remember that plans can be easily changed. Remember too, that experts predict that the average person will change careers -- not just jobs -- more than five times in his or her lifetime. Now is the time to pursue your dreams!

And as you start thinking about one or more potential educational and career paths, here are 10 things to remember in the days ahead.

1. **Take time to think about what you like to do; dream and imagine ideal careers.**
   
   There are so many opportunities, so many different types of jobs and careers in a wide variety of industries - and there are also other career paths that are just emerging. Even if you are fairly sure of a career choice, take the time in high school to explore similar (or even vastly different) careers. Explore all your options. Answer the question, if you could have any job right now, what would it be -- and why? Don’t let any barriers hold you back from finding the perfect career.
2. **Challenge yourself in high school, but don't overwhelm yourself.** Do get the most out of high school as possible. Obviously, you need to stay focused on getting good grades, but don't overload your schedule -- or yourself -- so that it makes you sick or burnt out.

3. **Work, volunteer, or otherwise gain some experience.** As with your education, the more you are exposed to, the more options will open to you as you search out careers. Seek work and volunteer experiences in and out of school. Just remember that school and grades have to come first, so only work if you can balance your schedule, manage your time. Example: If you're interested in a career in journalism, start writing for your school newspaper and look into a part-time job at a local newspaper.

4. **Get as much education as you can.** We are now a society in which many jobs and careers require additional education or training beyond high school. If financially possible -- and there are many ways to help make it so -- attend college/university.

5. **Talk with as many adults as possible about careers and colleges.** The best way to find out about different careers is to ask people -- family, neighbours, friends, teachers, counsellors. And for careers that truly interest you, consider asking each person if you can shadow him/her at work.

6. **Remember that everyone must follow his or her own path in life.** Don't spend too much time worrying what other people in your high school are doing -- or letting their opinions about your dreams and ambitions affect your decision. And don't worry if you leave high school with no clear career path - everyone develops/matures/grows at their own pace, so don't feel the need to rush to make a decision now… but don't use the fact that you have plenty of time to make a decision as an excuse not to at least start learning and researching potential career options.

7. **People change; don't feel locked into any college or career now.** It's great to have an ideal plan for your life, but remember that things happen, and your plans may need to change… so keep an open mind -- and keep your options open.

8. **Don't let anyone control your dreams and ambitions.** You will be horribly miserable at best if you let a parent or other family member dictate your major or your career.

9. **It's never too early nor too late to get organised and begin making plans.** No matter where you are in high school, now is the time to plan the remainder of your high-school years -- as well as your plans after high school. Research your options for after graduation -- technical schools, community colleges, four-year universities, etc.

10. **Never stop learning... read, grow, and expand your mind.** Don't pass-up opportunities to learn and experience new things.

*Sourced from: https://www.livecareer.com/quintessential/high-school-critical-issues*
YOU ARE SPECIAL. BELIEVE IN YOURSELF

Life is about making choices – it’s the little things we do every day that determine our future. Truly accept yourself. You are unique. You have the right to achieve. Appreciate who you are and develop your abilities to be the best you can be!
If you need any further information please visit our website: https://www.uj.ac.za/psycad

AND DON'T FORGET TO CHECK US OUT ON SOCIAL MEDIA

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