

THE JOB HUNTING Guide

Find your Career Field



IDENTIFYING A CAREER FIELD

A “field” is a family of similar careers which all have something in common. For example, in the field of sport there are many careers such as: athlete, boxer, referee, coach, biokineticist, life guard, etc.

Activity 1: Choose a Career Field

Read through each career field below and tick the field(s) that you like. Leave blank the fields that you do not like. Note: You can complete the PACE Career Exploration questionnaire online free of charge at www.gostudy.net.

	Career Field	✓
01	Language and Communication <i>This field involves communicating through writing, reading, translating and editing</i>	
02	Visual Arts - <i>This field involves drawing, designing, or sculpting</i>	
03	Performing Arts - <i>This field involves, dancing, singing, acting or performing in front of people</i>	
04	Marketing and Sales - <i>This field involves researching, developing, packaging and face-to-face selling of products and services</i>	
05	Management and Planning - <i>This field involves organising and planning the day-to-day activities of other people at work</i>	
06	Financial Management - <i>This field involves exercising control over finances</i>	
07	Clerical and Secretarial - <i>This field involves working in an office environment using office equipment and tools such as computers, telephones, data-bases and filing systems</i>	
08	Plants and Animals - <i>This field involves working outdoors with plants and animals.</i>	
09	Sport - <i>This field involves doing sport and managing sports activities</i>	
10	Trades - <i>This field involves the use of tools, machinery and equipment</i>	
11	Engineering - <i>This field involves the use of scientific methods to design, develop and construct</i>	
12	Sciences - <i>This field involves the systematic understanding the natural world</i>	
13	Computers - Information Technology - <i>This field involves the design, installation, programming, upgrading and support of hardware and software relating to computers</i>	
14	Health Sciences - <i>This field involves the examination, research, diagnosis, and treatment of people (and animals) for various ailments, diseases and injuries</i>	
15	Health Support Services - <i>This field involves taking care of people's health</i>	
16	Social Sciences - <i>This field involves a scientific understanding of people and society</i>	
17	Law - <i>This field involves advising, researching, debating, interpreting, and making judgments on issues relating to the law</i>	
18	Education and Support Services - <i>This field involves helping or assisting other people in some way</i>	
19	Creative Services - <i>This field involves services for people that involve working with your hands</i>	
20	General Services - <i>This field involves all types of small business services</i>	
21	Law Enforcement and Protection Services <i>This field involves working in the police, defence and protection services</i>	

HOW TO FIND YOUR CAREER FIELD(S)



Before starting your job search, it may be useful to identify the types of jobs/careers that you may be better suited. Ask yourself, what do I enjoy doing? what am I good at doing? Answers to these questions will give you clues as to which types of jobs/careers you may be suited to.

STEP 1: CHECK WHAT INTERESTS YOU?

DO THE PACE QUESTIONNAIRE!

To discover more about what you may be interested in doing, complete the PACE Career Exploration questionnaire. This is available online and is free of charge at, www.gostudy.net.

- I love baking and cooking?
- I like working with numbers?
- I like fixing things that are broken?
- I enjoy drawing and painting?
- I am curious about how nature works?
- I like to be the leader of the group?
- Physical Science is my favourite subject?
- I am interested in how people think and behave?

STEP 2: CHECK WHICH FIELD(S) INTEREST YOU?

FIELD	DESCRIPTION	WHICH ONE DO I LIKE BEST?
Visual Arts	This field involves drawing, designing or sculpting art.	
Marketing & Sales	This field involves researching, developing, packaging and face-to-face selling of products and services.	
Trades	This field involves the use of tools, machinery and equipment.	
Sport	This field involves doing sport and managing sports activities.	
Creative Services	This field involves working with your hands to create services for people.	
Law	This field involves advising, researching, debating, interpreting and making judgements on issues relating to the law.	

STEP 3: RESEARCH YOUR CAREERS...

Having identified a career field that suits you it is important to research specific job / careers within this field. For example, you need to find out, what tasks will I be performing in this job / career? What tools or equipment will I be using? What is the work environment like? Where can I study to do this job / career? Who are possible employers?

For more information on specific careers visit www.gostudy.net.



Activity 2: *Select a Career*

Once you have identified your field, select a career from your highest field in the pages that follow and complete the career research activity at the end.

Career Fields

01 Language and Communication (LC)

People in these careers are especially talented in speech or writing. They use this ability to report events, influence ideas and entertain people. Careers requiring language are found in various media forms including careers in newspapers, magazines, journals, publishing houses, radio, film and TV, and the internet. Other careers are found in translation and government diplomatic services.

Advertising	Interpreter	Proof-reader	Scriptwriter
Auctioneer	Journalist	Publisher	Technical Writer
Author/Writer	Language Practitioner	Radio Announcer	Translator
Copy-writer	Lexicographer	Radio Programme	TV Presenter
Editor	News reporter	Writer	

02 Visual Arts (VA)

An artist is an especially talented person with the skill to visually express what they see and feel with accuracy, character, and feeling. There are two types of people working in the visual arts:

1. Commercial artists create or enhance a product on behalf of an organisation or client. This form of art is directed at a specific consumer market for instance advertising on billboards, television and newspapers.
2. Independent artists express their thoughts freely in the art form of their choice irrespective of the consumer. Both commercial and independent artists need to make a living and therefore they channel their artistic ability into a commercial salable skill.

Advertising	Colour Consultant	Goldsmith and Jeweller	Signwriter
Aerial Photographer	Cosmetologist	Graphic Designer	Stained Glass Artist
Animator	Costume Designer	Health and Beauty	Tattoo Artist
Architect	Craftsperson	Interior Designer	Taxidermist
Art Teacher	Decor Designer	Interior Decorator	Technical Illustrator
Artist	Desktop publisher	Jewellery Designer	Textiles Designer
Beauty Therapist	Display Artist	Make-up Artist	Wedding Consultant
Body Make-up Artist	Draughtsman	Multimedia Developer	Video Editor
Cartoonist	Fashion Artist	Photographer	
Ceramist	Fashion Buyer	Photojournalist	
Chef	Film & TV Camera Op.	Press Photographer	
Clothing Designer	Film, TV and Video	Publisher	
Clothing Manager	Glassblower	Quick Sketch Artist	

03 Performing Arts (PAR)

Performing artists use their abilities to entertain, inspire and enlighten audiences through singing, dancing and drama. Other careers include décor design, model building, lighting, sound, choreography, producing and directing. Entry into the world of entertainment depends a lot on opportunity and the skill of the individual. Formal training is advisable in order to

Acrobat	Drama Teacher	Musician	Stage Manager
Actor	Film, TV and Video	Piano Tuner	Television Presenter
Comedian	Fireworks Artist	Radio Announcer	Television Producer
Dancer	Industrial Theatre Director	Singer	Theatre Technician
Decor Designer	Model	Sound Operator	Ventriloquist
Disc Jockey	Music Teacher	Special Effects Artist	

refine skills and increase confidence. Careers in this category are linked to the entertainment industry.

04 Marketing and Sales (MS)

Careers in Marketing and Sales vary according to where one fits into the marketing process: marketing research, packaging of the product, creation of marketing material for various media, promotions via displays/functions and finally the selling the product. This whole process is managed by a marketing manager who ensures that targets and budgets are met and that staff are motivated. Marketing functions are found in all industries, and are one of the most important functions of any business. Success is dependent on performance measurable in terms of sales figures. Effective marketers are dynamic, energetic and confident. They have an eye for reading markets, identifying consumer needs and reacting with the right ideas to influence and convince potential buyers. Marketing and Sales has become one of the most challenging functions in business and the advent of electronic media is continually making the job more versatile.

Advertising	Fundraiser	Sales Manager
Auctioneer	Insurance Agent	Sales Rep
Buyer: Retail	Market Researcher	Salesperson
Call-Centre Operator	Marketing Manager	Shop Assistant Stockbroker
Customer Services Agent	Medical Rep	Tourism Manager
Entrepreneur	Model	Tourist Guide
Estate Agent	Public Relations Publisher	Travel Agent
Fashion Buyer	Purchasing Manager	Wedding Consultant

05 Management and Planning (MP)

Careers in management and planning require leadership and the ability to organise and plan events so that goals are achieved in an organisation. An effective manager needs to have a strong self-belief, lots of energy, an optimistic outlook and an ability influence others positively so that goals are achieved and targets are met. A person cannot become a manager without the necessary qualifications and experience. Managers on the highest level in the corporate world have a good knowledge of accountancy, economics and commercial law and information systems. In addition to the qualifications they possess a sound knowledge of the business.

Administrative Officer	Food Service Manager	Project Manager
Advertising Account Executive	Garage Manager	Purchasing Manager
Airport Manager	Guesthouse Manager	Recreation Officer
Building Projects Manager	Horse-Stud Manager	Sales Manager
Chartered Secretary	Hotel Manager	Sport Manager
Clothing Manager	Human Resources Mgr.	Stage Manager
Construction Manager	Industrial Psychologist	Tourism Manager
Credit Manager	Management Cons	
Event Manager	Marketing Manager	
Farm Manager	Personnel Consultant	
Financial & Investment Mgr.	Production Manager	

06 Financial Management (FM)

Careers in finance require people who are systematic, accurate and methodical thinkers. The work requires a good attention to detail, accuracy and an ability to work with numbers. The financial management role is strategic to business operations because numbers play the most central role of any business activity. High marks in Mathematics open the possibility to become an Actuary or Chartered Accountant. Various other opportunities exist for people who prefer to do a diploma or general degree. The role of computers in the financial world is more central than in the past. Therefore it is important to become comfortable with financial software packages.

Accountant	Cost & Management Acc.	Quantity Surveyor
Actuary	Credit Controller	Statistician
Agricultural Economist	Credit Manager	Stockbroker
Assessor	Finance & Investment Acc.	Tax Official
Auditor	Financial Dealer/Broker	Valuer/Appraiser
Bank Official	Industrial Economist	
Bookkeeper	Insurance Agent	
Business Economist	Internal Auditor	
Business Systems Analyst	Investment Manager	
Chartered Accountant	Management Accountant	
Chartered Management Acc.	Purchasing Manager	

07 Clerical and Secretarial (CL)

Careers in this field are done primarily in an office environment using office equipment and office management tools including computers, telephones, data-bases and filing systems. People in these careers are usually well organised, systematic and methodical. They need to have good interpersonal skills and work well in a routine environment. Clerical careers serve as a support role in business and have become more important due the fast pace of business the need for companies to run smoothly. Computers and administrative systems require a good command of certain computer software. A good command of computers and administrative systems is required.

Admin Manager	Credit Controller	Private Secretary
Aeronautical Information - Service Clerk	Credit Manager	Proof-reader
Archivist	Data Capturer	Receptionist
Bookkeeper	Mail Handler	Switchboard Operator
Cargo Controller	Messenger	Travel Agent
Clerk	Meter-reader	Typist
Computer Terminal-Operator	Photocopy Machine Operator	Work Study Officer
Construction Manager	Office Manager	
	Post Office Clerk	

08 Plants and Animals (PA)

Careers in this field require people with a love for nature and a curiosity to explain how the natural world works. Although these careers are not well paid the worldwide emphasis on conservation and tourist opportunities have created, increasing career opportunities. A degree in the natural sciences (BSc) and postgraduate studies are required for research positions, whilst diploma courses are required for the more practical jobs. Business skills are becoming an important part of conservation and wildlife management. It may be an idea to study business management degree or diploma as part of your study path in order to prepare yourself if career opportunities become limited.

Agriculturist	Botanist	Horse Stud Manager	Veterinary Technologist
Agronomist	Conservation & Wildlife-Management	Horticulturist	Viticulturist
Agricultural Economist	Ecologist	Ichthyologist	Volcanologist
Agric Food Scientist	Entomologist	Jockey	Wine-maker
Agricultural Inspector	Environmental Engineer	Landscape Architect/Tech.	Wood Technologist
Agricultural Ext. Officer	Farm Manager	Marine Biologist	Zookeeper
Animal Behaviour Cons	Farm Worker	Nature Conservator	Zoologist
Animal Breeder	Farmer	Oceanographer	
Animal Consultant	Fisherman	Ornithologist	
Animal Trainer	Forester	Plant Nursery	
Animal Scientist	Game Ranger	Professional Hunter	
Apiarist/Beekeeper	Geographer	Sea Transport Worker	
Bird Farm Manager	Grain Grader	Veterinary Nurse	
Bonsai Culturist		Veterinary Surgeon	

09 Sport (SP)

Most people who pursue sport as a career have played a sport at a provincial or national level. As a professional sportsman/woman, careful planning is needed because of age limitations associated with performance. Furthermore, sports don't have the same income potential. High-risk sports also have the potential of shortening your competitive years due to injury. Questions to ask yourself: What am I going to do in sport?

1. Play sport as a career (sportsman/sportswoman)
2. Work with sports people on the field (coach, trainer, physiotherapist or doctor)
3. Manage sports events (sports manager, sports promoter, and gym owner).

Although sport as industry is growing, opportunities are often limited. Opportunities are dependent on the type of sport and the level of participation.

Aerobics Instructor	Lifeguard	Sport Advancement Officer
Biokineticist	Personal Trainer	Sport Manager
Fitness Instructor	Recreation Manager / Officer	Sports Scientist
Golf Caddie	Referee	Sportsperson/professional
Jockey	Ski & Snowboard Instructor	Sport Agent

10 Trades (TR)

Careers in this field are practical by nature and involve the use of tools, machinery and equipment. People in these careers are more interested in getting on with the job, not spending time with the theoretical explanations behind the work. For this reason most of these careers have some aspect of manual labour and include tasks such as, designing building, fixing, or constructing. There are many careers in the practical field and the choice of career will depend on one's interests. Some trades require working with wood (carpentry) some with metal (panel beater) others with machinery (mechanic). Trades are excellent fields to enter if one wants to start a small business.

Agriculture Machinery Mech	Earth-moving Mechanic	Panelbeater
Agric Technician	Electric Eng. Technician	Pattern-maker
Aircraft Mechanic	Electrician	Photo-Lithographer
Aircraft Structures	Farrier	Plasterer
Aircraft Trimmer	Fibreglass Worker	Plumber
Aircraft Turner	Fitter and Turner	Power Plant Operator
Armature-winder	Furniture Polisher	Radio TV Mechanic
Assembly Line Worker	Glass-blower	Refrigeration Mechanic
Auto-Electrician	Goldsmith and Jeweller	Rigger
Auto-Machinist	Gravure Machine Minder	Roll Turner
Bicycle Mechanic	Gunsmith	Roofer
Blacksmith	Instrument Mech.	Scale Fitter
Boatbuilder	Leather Worker	Sea Transport Worker
Boilermaker	Letterpress Machine Operator	Shopfitter
Bookbinder	Lexicographer	Speleologist
Bricklayer	Locksmith	Spray-painter
Building Contractor	Machine Worker	Telecoms. Technician
Building Manager	Mechanical Eng. Tech.	Tool Jig & Die-maker
Cabinet-maker	Millwright	Train Driver
Carpenter	Miner	Upholsterer
Coppersmith	Model Builder	Watchmaker
Cobbler	Motor Mechanic	Welder
Diamond Cutter	Motorcycle & Scooter Mech.	Woodcarver
Diesel Mechanic	Moulder	
Domestic Appliance Mech.	Musical Instrument Builder	

11 Engineering (ENG)

Careers in this field are practical by nature and involve the use of tools, machinery and equipment. Engineers design and produce things using scientific methods and principles. Individuals in this category enjoy finding creative solutions to practical problems. They are logical and methodical in their approach and their abilities are complemented by a creative approach to problem solving. This creative side is manifest in an ability to design or conceptualise the end result. Careers in this category are intellectually challenging and those who succeed in engineering are unlikely to be satisfied with merely knowing 'how' something works. They need to know 'why' something works.

Aeronautical Engineer	Economic Geologist	Metallurgical Eng. Tech
Aeronautic Eng Tech.	Electrical Engineer	Meteorological Technician
Agricultural Engineer	Electronics Engineer	Military Pilot
Agricultural Technician	Engineering Geologist	Mine Surveyor
Aircraft Radiotrician	Environmental Engineer	Mining Engineer
Air-traffic Controller	Explosives Technician	Navigating Officer
Assayer and Sampler	Extraction Metallurgist	Navigator
Biomedical Engineer	Flight Engineer	Petroleum Tech.
Biomedical Tech.	Geophysicist	Pilot: Civilian
Building Surveyor	Geotechnologist	Plastics Technologist
Cartographer	Industrial Designer	Quality Control
Chemical Engineer	Industrial Engineer	Quantity Surveyor
Chemical Eng. Tech	Indust. Tech: Hydrometry	Telecoms Technician
Chemical Lab. Tech.	Instrument Maker	Topographical & Eng. Surveyor
Civil Engineer	Land Surveyor	Wood Technologist
Concrete Technologist	Mechanical Engineer	
Construction Manager	Mechanical Eng. Tech.	
Draughtsman	Metallurgical Engineer	

12 Sciences (SC)

Scientists are independent, abstract thinkers who view the world as complex. They have efficient minds, which rely on logical deductive approaches to understanding the natural world. They often have a natural aptitude and interest in science and mathematics. However, whilst some individuals prefer the more practical aspects of working with animals and plants in the field, others prefer researching in laboratories or working with formulae and complex mathematical problems.

Success in Natural Sciences requires a commitment to study and the acquisition of specialised knowledge in certain fields. Knowledge and the ability to apply that knowledge distinguish one scientist from another. Good scientists become experts in their respective fields of interest.

Agriculturist	Footware Tech	Palaeontologist
Agronomist	Forensic Analyst	Petroleum Tech.
Analytical Chemist	Geneticist	Physicist
Animal Scientist	Geographer	Physiologist
Aquatic Scientist	Geohydrologist	Silviculturist
Archaeologist	Geologist	Soil Scientist
Astronomer	Geophysicist	Statistician
Biochemist	Geotechnologist	Viticulturist
Biologist	Herpetologist	Water-Care Tech.
Botanist	Horticulturist	Weather Observer
Cartographer	Hydrologist	Wine-maker
Chemical Engineer	Ichthyologist	Zoologist
Chemical LabTech.	Mathematician	
Chemist	Marine Biologist	
Coal Technologist	Materials Scientist	
Cosmetologist	Medical Physicist	
Ecologist	Meteorologist	
Economic Geologist	Microbiologist	
Engineering Geologist	Mineralogist	
Entomologist	Nuclear Scientist	
Extraction Metallurgist	Oceanographer	
Food Scientist	Ornithologist	

13 Computers - Information Technology (CO)

Careers in IT require people who have a fascination with computers and what they can do. They express this interest by spending much of their time and spare time exploring the computers many functions and applications. Careers in IT vary according to the level of technical skill required. Maths and computer science (not compulsory) are good indicators of a person's ability to do computer programming.

University courses provide a strong theoretical base of study. Technikon courses provide a more practical hands-on approach to computers. Short courses in various aspects of computers are available at private institutions.

Business Systems Analyst	Network Engineer
CIS Manager	Network Controller
Computer Hardware Engineer	Programmer
Computer Ops Manager	Project Manager
Computer Operator	Computer Support Specialist
Computer Scientist	Systems Analyst
Computer Software Engineer	Webmaster
Computer Technician	Website Designer
Data Capturer	
Multimedia Developer	

14 Health Sciences (HS)

Due to research and new developments, the field of medicine has become more complex and challenging. An initial base of study will prepare you for a vast array of specializations. The expansion of the medical field has resulted in careers for people with different interests, personality profiles and needs. Career opportunities vary from those which require close involvement with people (pediatrics, internists) to those which require research in laboratories (virology, genetics), to those requiring the use of high-tech equipment (radiology, pathology).

A strict selection process is required for entry into a first degree. Formal studies are followed by practical work (internship) at specific hospitals.

Audiologist	General Practitioner/ Medical Doctor	Optometrist	Surgeon
Anaesthetist	Geneticist	Paediatrician	Veterinary Surgeon
Boikineticist	Gynaecologist/ Obstetrician	Pathologist	
Chiropractor	Homoeopath	Pharmacist	
Dentist	Occupational Therapist	Podiatrist	
Dermatologist		Psychiatrist	
Dietician		Speech Therapist	

15 Health Support Services (HSS)

Careers in this field have to do with taking care of people's health. People in these careers have the ability to care for people in a practical way. This field requires a keen interest in medical and health related issues. The entry point is through a degree or diploma at a college or university. These qualifications will also have a practical component.

Acupuncturist	Family Planning Work	Optical Dispenser	Speech-Language
Ambulance Driver/Worker	Health Worker	Optical Technician	Therapist
Aromatherapist	Herbalist	Optometrist	Veterinary Nurse
Beauty Technologist	HIV/AIDS Counsellor	Oral Hygienist	Veterinary Technologist
Biokineticist	Homecare Worker	Paramedic	
Biomedical Engineer	Homoeopath	Pharmacist	
Chiropractor	Industrial Nurse	Pharmacist Assistant	
Clinical Technologist	Masseur	Pharmacologist	
Dental Assistant	Medical Orthotist & Prosthetist	Physiologist	
Dental Technician	Medical Representative	Podiatrist	
Dental Therapist	Midwife	Psychologist	
Dietician	Nursing Auxiliary	Radiographer	
EEG Technician	Occupational Therapist	Reflexologist	
Environmental Health Off		Social Worker	

16 Social Sciences (SSC)

Careers in the Social Sciences may be divided into two types of activities: Careers in psychology and social work require a direct, and often, emotional involvement with people, whereas the study of the history (historian) and economic life (economist) require a more distant and less emotional involvement with people.

Those who want practical involvement with others are usually more empathetic and at the same time curious about the behaviour of others. They would typically want to use their understanding others as a base to assist them in overcoming their problems? Those who are more philosophical and theoretical in nature, would typically like to understand people and society, but would not desire close involvement in helping people with their day to day lives?

Ambassador	Economist	Political Scientist	Industrial Psychologist
Anthropologist	Editor	Psychometrist	
Archaeologist	Historian	Sociologist	
Conservator/Curator	Market Researcher	Stamp Collector	
Criminologist	Psychologist	Tourism & Travel	

17 Law (LA)

Careers in the legal profession require good language skills, a good memory and an analytical mind with an ability to interpret, reason and form certain opinion based on the facts at hand.

The fact that the opinion must be communicated efficiently either in writing or verbally, confirms the need for a good command of language.

Various opportunities exist in the legal profession and specialisation is possible. Certain lawyers prefer the court and associated activities such as debate, whilst others will indulge themselves in contracts and paper work and never see the inside of a courtroom. Some lawyers enter the world of business as advisors (Commercial Law), others prefer work that is more service related (Lawyers for Human Rights).

Advocate
Attorney
Civil Investigator
Foreign Affairs Assistant
Foreign Affairs Officer

Lawyer
Legal Adviser
Legal Assistant
Magistrate
Paralegal

Patent Attorney
Political Scientist
Public Prosecutor

18 Education and Support Services (ESS)

Social type people place a high emphasis on interpersonal relationships. Social people seek to maintain these relationships through interaction with others and through acts of good service.

Careers in this category require high levels of empathy and patience. You should enjoy activities that uplift, teach, train, enlighten, develop, assist, and help others. Careers in Education and Caring vary from the more academic and theoretical to those that are more practical. For example there is a difference in the activities between an Adult Educator teaching theoretical concepts and a Health and Fitness instructor demonstrating to an aerobics class. Furthermore special interest fields exist for people interested to specialise in a specific aspect of caring and assistance of people e.g. Remedial Teacher. Although rewarding this is not the best paid fields of work, but most people interested in this kind of activities are not motivated by money.

Adult Educator
Archivist
Art Teacher
Au Pair
Career Guidance Worker/
Counsellor
Child Care Worker
Clergyman
Drama Teacher
Driving Instructor
Educator
Educator - High School
Educator - Pre-primary
Educator - Primary

Educator - Remedial
Educator - Special Ed
Educator - Sports & Physical
Education
Family Planning
Fitness and Health Cons.
Home-Care Worker
Home Economics
Home Economist
Hospice worker
Human Resources
Legal Adviser
Librarian
Library Assistant

Music Teacher
Personnel Consultant
Psychologist
School Counsellor
Social Worker

19 Creative Services (CS)

Careers in this field are practical by nature and require people who enjoy creating and decorating using their hands. Such careers often begin as interests or hobbies and grow into careers over time. Careers in this field are well suited to the creation of small businesses.

Acupuncturist	Engraver	Seamstress
Au Pair	Florist	Sign-writer
Alternative Health Practitioners	Food Service Manager	Spray-painter
Baker	Glass Blower	Stained Glass Artist
Bakery Technologist	Goldsmith & Jeweller	Wedding Consultant
Beauty Technologist	Guesthouse Manager	Woodcarver
Caterer	Hairdresser	
Chef	Home Economics Teacher	
Child Care Worker	Home Economist	
Clothing Designer	Home-Care Worker	
Colour Consultant	Hotel Manager	
Costume Designer	Interior Designer	
Decorator	Jewellery Designer	
Decor Designer	Knitter	
Desktop Publisher	Pattern-maker	
Display Artist	Photo-Lithographer	
Educator	Reflexologist	

20 General Services (GS)

Service type people enjoy make life easier for others by the things they do. Such careers are suitable for the creation of a small business. Although no formal qualifications are required to enter these careers it is advisable for a person to concentrate on acquiring language, presentation, etiquette and small business management skills.

Air Hostess/ Cabin Attendant.	Domestic Worker	Train Driver
Airways Clerk/Ground Hostess	Driver and Stacker	Upholsterer
Au Pair	Dry Cleaner & Laundry Worker	Usher
Baggage Porter	Florist	Vehicle Washer
Baker	Funeral Director	Waiter / Waitress
Barber	Hairdresser	Weaver
Barman	Health & Beauty Tech.	Wine Steward
Bodyguard	Light Delivery Van Driver	
Bus Driver	Meter-reader	
Butcher	Pest Control Operator	
Cashier	Petrol Pump Attendant	
Caretaker	Phone Shop Operator	
Chauffeur	Projectionist	
Chef	Refuse Remover	
Cleaner	Shop Assistant	
Courier	Tailor	
Crane Operator	Taxi Driver	
Croupier	Tourist Guide	
Diesel Loco Driver	Travel Agent	

21 Law Enforcement and Protection Services (LEPS)

Careers in this field require people who are self-disciplined and willing to work under authority. A person should be physically fit and motivated to work hard. A certain amount of patriotism is also needed to experience fulfillment in the careers related to the police force, air force, army, navy, fire brigades and traffic officials.

Airforce	Lifeguard	Traffic Officer
Armoured-car Guard	Military Pilot	Train Control Officer
Correctional Services Officer	Naval Officer	Watchman
Customs & Excise Officer	Pest Control Operator	Yard Official
Detective	Police Officer	
Environ. Health Officer	Quality Control Inspector	
Fireman	Security Officer	
Forensic Analyst	Soldier	
Inspector of Works	Tax Official	

Activity 3: *Research a Career*

Having identified a career field it is important to do more research into specific careers within this field.

1. Career Name: _____

2. What will I do in this career? _____

3. What tools or equipment will I use? _____

4. Work Environment – tick (✓) in the relevant blocks.

- | | |
|----------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Work outdoors | <input type="checkbox"/> Work indoors |
| <input type="checkbox"/> Work in an office | <input type="checkbox"/> Work in a laboratory |
| <input type="checkbox"/> Work in a classroom | <input type="checkbox"/> Work in consulting rooms |

5. What are the subjects I need to take at school?

Compulsory Subjects	Recommended Subjects

6. Where can I study this career? Tick (✓) in the relevant block(s).

- | | | |
|---------------------------------------|---------------------------------------------------|--------------------------------|
| <input type="checkbox"/> University | <input type="checkbox"/> University of Technology | <input type="checkbox"/> Other |
| <input type="checkbox"/> TVET College | <input type="checkbox"/> Private College | |

7. Who are possible employers for this career? _____

8. Name careers that are related or similar to this career: _____

9. What can I do to get started? (Make a list of things to do and people to contact). _____

Evaluation - Find your Career Field

Instructions: Read the job description and prepare yourself to be interviewed by your partner. After being interviewed, change roles and interview your partner. Then evaluate your partner in terms of the following criteria (mark X on a scale of 1 to 5 for each criterion). Peer evaluation (to be completed by the learner's partner)

Criteria	1	2	3	4	5
Completeness	CV and cover letter were not fully complete.	CV and cover letter complete but with minimum information. Critical information has been left out.	Complete with all critical information on education, work-related experience, skills and references.	Completed with all sections in detail including detailed information of skills and work-related experience.	Completed with all sections in detail including detailed information of skills and work-related experience.
Neatness	CV and cover letter not neatly presented, eg. smudges, not clean, had dog ears on the corners of the pages, etc.	Lots of white spaces, spelling errors, fonts not bolded which should be bolded, etc.	Clean new paper used with no dog-ears or smudge marks.	Clean new paper used. Very neatly presented.	Clean new paper used. Very neatly presented.
Correctness	Lots of spelling and grammatical errors. Tardy!	Some spelling and grammatical errors. Poor choice of words and language.	Few spelling and grammatical errors. spelling errors. Language edited and correct. In chronological order.	No errors. Used appropriate language to describe themselves. Education in the correct chronological order.	No errors. Good descriptive words to appropriately highlight the individual's personal and other qualities.
Readable; Stands out; Chronological order is correct	There is little of no logic to the order. in which the information is presented. eg. Difficult to read.	The CV is difficult to understand, eg. has little of no logic to the order, difficult to read, etc. Not in chronological order from latest date first.	The CV is in the right order and is logically presented and readable.	The CV reads well and the headings and text are clear and bolded where required.	The CV reads well and the headings and text are clear and bolded where required. Stands out from the other CV's in a way that is tasteful.
Alignment to the position being applied for	There is no evidence to suggest that the CV and cover letter are aligned to the job being applied for.	Little evidence that the CV and cover letter are aligned to the job being applied for.	The CV and cover letter are aligned to the job being applied for.	The candidate has had researched the company this is clearly evidenced in the CV and cover letter.	The candidates knowledge has had researched the company this is clearly evidenced in the CV and cover letter.