

CAREER DECISION MAKING PROCESS

Making a career choice is the most important decision you will ever make however it is often a hard decision to make. This process is more than just choosing a job but it's about choosing something that will provide you with the lifestyle you want. It requires readiness and readiness can be informed by the level of knowledge you have. It is therefore vital that you have necessary information and get proper advice before you make your choice.

SUBJECT CHOICE

In most cases the process of making career choice begins in very early stages of our lives, in grade 9 when you have to make the subjects choice. Choosing the set of subjects for grade 10 is very important. The subjects you choose when entering the Further Education and Training (FET) phase, grade 10-12 determine your future career options. Therefore it is important to think hard about your long term dreams and goals and use them to guide you on which subject to choose.

As scary as it may sound, but by asking the right questions you will be able to make the choice that is perfect for you. As you will be deciding on the subject you are interested to select, you may ask yourself the following questions;

- ✚ What am I passionate about?
- ✚ What do I like to do?
- ✚ What subjects do I enjoy most at school?
- ✚ Which subjects am I good at?
- ✚ Are they also the subjects I enjoy?
- ✚ What are my marks in these subjects?
- ✚ If my marks are low can I improve them?
- ✚ Can I see myself studying further?
- ✚ What careers support my subject choice?

Once you have realised what are your strong subjects, then you can find more information on the jobs that will suit your subject choice and interest. You can seek for further guidance from the career practitioner, your life orientation teacher, or contact the Career development Services (CDS), **KHETHA on 086 999 0123 or SMS to 072 204 5056** they can assist you in your mother tongue.

The table below explains briefly how to combine your subjects when you have decided which subjects that strongly defines you.

A National Senior Certificate - NSC

- The NSC is the 130-credit certificate you get when you pass Grade 12.
- It is the record of the subjects you studied and the level at which you passed your examinations.

- There are 4 **compulsory** subjects. Then you need to choose an **additional** three subjects offered by your school.

Compulsory subjects	
<ol style="list-style-type: none"> 1. One Home language 2. One 1st additional language 3. Mathematics or Mathematical Literacy 4. Life Orientation 	
Choose a total of three school subjects from the categories below	
Human and social studies	Geography, History, Religion studies
Business Commerce & Management studies	Accounting, Business Sciences, Economics
Services	Consumer Studies, Hospitality Studies, Tourism
Arts & culture	Dance studies, Design, Dramatic Arts, Visual Arts, Music

Engineering & Technology	Civil Technology; Electrical technology, Engineering and graphic Design, Mechanical Technology
Agricultural science	Agricultural Science, Agricultural Management Practices, Agricultural Technology
Physical mathematical computer and Life sciences	Life Sciences, physical Science, Computer Applications, Information Technology

CAREER CHOICE

Once you have selected your subjects, work hard to obtain the good results. You have two choices after grade 9. You can enrol at the TVET colleges for Level 2-4 in National Vocational Certificate (NCV) or you can stay at an academic school and get a National Senior Certificate (NSC). This document outlines information for Higher education, therefore you need to pass grade 12 in order to study at higher education institutions.

There are couple of things that you need to take into account when choosing a career; these include personality, skills, values, ambitions and interests.

Personality is referred to individual differences in characteristics pattern of thinking, feeling and behaving. Matching up your personality with a suitable role is vital to a successful career change. Career happiness comes to a large degree from the inward influences.

A **skill** is a learned ability and capacity acquired through deliberate, systematic and sustained effort to smoothly and adaptively carryout a task.

Values are the things that are most important to you and these are the beliefs, attitudes and judgements we prize.

Ambitions are your strong desire to do or achieve something. They include your aspirations, goals, aims, objectives, purpose, plans calling, desire, wishes and dreams

Interest is the feeling of wanting to know or learn about something. It is a state of curiosity or concern about or attention to something.

Once you are aware of the above mentioned aspects in the process of making a career choice, you may start drafting your plan following the 5 steps below on how to make the career choice;

1. Create a vision
2. Make an initial decision
3. Set a goal
4. Develop an action plan

5. Take action

Step 1: Create a vision



What is it that I want?

- ✚ Proactive decision making begins with a clear vision of what you want your personal and professional life to look like.
- ✚ To be successful in visualizing your future, you need to have a strong desire to achieve your goals.
- ✚ Although it is important to be realistic in what you ultimately envision yourself doing, it is more helpful at this point in the process not to limit yourself to what you consider to be "reality"; instead, let your vision or dream grow.
- ✚ Beware of thoughts that might limit your choices.

Step 2: Make an initial decision

Oooops! Where to from here?



Step 3: Set your goals

Effective goal setting allows you to take control of your life. Your attitude is the most important predictor of success in achieving goals. Positive and negative thoughts can affect your level of accomplishment: you are likely to achieve only what you believe you can. A goal is simply a more precise statement of a decision reached in the previous step.

To ensure that you achieve your goal, it should meet the following criteria:

- ✚ **Specific:** a goal is specific when you know exactly what is to be achieved and accomplished
- ✚ **Measurable:** measurable goals are quantifiable (e.g., numbers, dollars, percentages)
- ✚ **Achievable:** an achievable goal is within your reach (perhaps a stretch) based on your skills and level of motivation
- ✚ **Realistic:** a realistic goal is one for which you have the resources (e.g., time for training, money for education, support from significant others)
- ✚ **Time specific:** a time-specific goal is finite; it has a deadline (e.g., "by June 30, 2XXX" is much more specific than "soon")

There are a number of ways to assess occupational alternatives.

- ✚ You might prioritize them according to how closely they match your overall goal.
- ✚ Or you might compare them in terms of advantages, disadvantages, and potential outcomes.
- ✚ Pay attention to your feelings about each alternative: are you sensing excitement? disenchantment?
- ✚ Though it is important to be logical in the career decision-making process, your gut reaction to an occupation is also important.



- ✚ To realize your specific occupational goal, you will need to make and follow a strategy or action plan. Write it down!
- ✚ To reach your goal, you will need to identify the action plan steps, or short-term goals, that will help you attain it.



Step 5: Take action



✚ As you take action, you may begin to experience difficulty in moving towards your goal. Sometimes people put so much emphasis on a career decision that they become immobilized with fear or uncertainty. If you find yourself in this situation, you may merely need to give yourself a push; however, if you find that you are really "stuck," you may benefit from consulting a career professional. You can speak to an advisor at the CDS or KHETHA on 086 999 0123

✚ Celebrate accomplishments and milestones. Be kind to yourself: pursue activities you enjoy and surround yourself with supportive people. Replace self-limiting assumptions and irrational beliefs with positive thoughts and statements. Welcome mistakes: they can enrich your life experience and enhance your learning. And you can use what you learn to revise your current plan and improve future career decisions.

✚ Don't forget the big picture: sometimes, some of the intermediate steps may be less enjoyable and more challenging than you might like; however, if you keep in mind where the steps are leading, you will be more likely to continue moving towards the achievement of your vision.

WOW! HE HAS MADE