

# Kulula Life Skills Centre The House Group



## Course Jobs and Careers Guide

### Aim of this guide:

The aim of this guide is to help you learn about the different types of jobs, careers, and work that people can do. You will also learn what qualifications are necessary to be able to do these jobs. This guide can help you to plan your future.

- **Assignment:** Look up the meaning of the words 'career', 'job', 'qualifications', 'skills'. In your workbook, write two sentences in your own words describing the meaning of each of these four words.

### It all starts at home

It takes many years to learn the skills necessary to do most jobs. That is why people start learning when they are small children.

The first thing we learn is what to do and what not to do to live happily in society.

When we are still small we learn some important things.

- We learn where to make a poo - in the toilet
- We learn where not to make a poo - on the pavement
- We learn to address senior people with respect
- We learn to put on clothes when we go out
- We learn not to call people bad names
- We learn to care about other people
- We learn how to eat and speak
- We learn how to walk and talk
- We learn how to use our hands and eyes - to catch a ball, to use a screwdriver, to be 'handy'.

These and many other things we learn as babies are necessary skills needed to do a job one day. Without these skills as a foundation to build on we will be lost.

- **Assignment:** Look up the words 'necessary', 'handy' and 'society' and, in your workbook write two sentences using each of these words.

Then at school

We enter grade one when we are about 6 or 7 years old. Now there is 12 hard years of study, homework, exams, learning, trying, trying harder, and studying more, that lies ahead of us.

$12 + 6 = 18$ . We will be 18 when we are finished with school. This is why society and the law will care for us as if we are children, up to the age of 18. When we reach this age we must already be going out to work, earn a living, pay taxes, and study part-time to improve our skills.

This means we will be 13 years old in our first year of high school.

In high school, learning is taken more seriously. The rule is if we should fail English then we have to repeat the whole year. If we fail any other two subjects but pass English, then we have to repeat the whole year again.

This is a problem. If we fail one year, and we have to repeat it, then we will be older than 18 when we finish matric. We will be grown-up people still at school. We cannot expect the government or our

parents to look after us when we are grown-ups -- in fact, it is our turn to look after them and earn money, pay taxes (so that the government can use the taxes to school young children) and build a career.

At high school we can learn about science, biology, mathematics and other subjects which can be used to study at university or college. But if we want to study after matric then we must be able to do at least 70% to 80% in our subjects all the time. We cannot get into university with marks lower than that because university is only for very clever people who really, really want to study very hard.

## **Few people get to study at university**

To become a doctor or lawyer or social worker we need to get about 80% in matric. Then we will have to pass the university entrance exam. And then our applications are put on a list from where they will pick the top students. It is necessary and right that universities are very strict to select only the top students because it costs the taxpayers hundreds of thousands of rands to let that student study at university. Even though the student will have to pay about R20 000, the real cost is much, much higher and is paid by the government.

To study for a doctor we will have to spend at least 7 years at university. A lawyer studies for 4 years. A social worker studies for 4 or 5 years. Most courses at university takes at least 3 or 4 years and costs about R30 000 to R50 000.

After our BA or Bachelor of Arts degree, which takes about 4 years, we can do an Honours degree which takes another two years - but ONLY if we could pass all subjects in the BA with an average of 65%. If we do very well, at least 65% to 70% in the Honours degree we can apply to do a MA, or Master of the Arts Degree. Few people are accepted to the MA programme, and even less people have the money to pay for these expensive courses. It can take at least 2 years to complete the MA degree. If we did very well in the MA, then we can apply to do a Doctor of Philosophy Degree, called a PhD. This is the hardest of all degrees and takes at least another 2 years to complete.

A person with a PhD is one that studied very hard at school for 12 years, and was a top student all the time -- then studied another 11 years at university being a top student all the time. This means 23 years of very hard work, almost no time for playing around, no time for making babies, no money for fun. Most people can loan money from a bank to pay their university fees (which can be about R100 000 for an advanced degree) but the bank will only loan that money to top, top students. Once you are finished studying you will have to get to work very quickly to start paying back that very big loan. If you don't pay back the loan the bank will wait until you have things like cars, a house and furniture and they will take it and sell it to get their money back.

## **Types of Jobs**

This guide will help you to understand the different types of jobs better by putting them into categories. What is a category?

### **Unskilled Labour**

**Minimum Qualifications:** Enough English to understand instructions. Grade 7. Little bit of reading and writing, like grade 7 level, will help.

**Minimum Monthly Salary:** R 300

**Types of jobs:** Cleaner, Farm Labourer, Labourer, Carry things, Fetch things, Supermarket Packer, Street Sweepers, Tea Girl, Refuse Removal,

### **Semi Skilled Labour**

**Minimum Qualifications:** Enough English to read study manuals and instruction guides. Grade 7 and years of experience or skills training courses with experience.

**Minimum Monthly Salary:** R 600

**Types of jobs:** Domestic servants, Nanny, Garden Worker, Factory Worker, Cleaner,

### **Skilled Labour**

**Minimum Qualifications:** Good English to read study manuals and instruction guides. Grade 9 and years of experience or skills training courses with experience.

**Minimum Monthly Salary:** R 1 200

**Types of jobs:** Domestic servants, Nanny, Supermarket Cashier, Factory Worker, Machine Operators, Seamstress, Petrol Pump Attendant, Drivers, Hotel, Kitchen, Waiter, Shop Assistant, Security Guard,

#### Skilled with Qualifications Labour

**Minimum Qualifications:** Good English to read study manuals and instruction guides. Grade 12 and years of experience or skills training courses with experience.

**Minimum Monthly Salary:** R 2 200

**Types of jobs:** Typist, Receptionist, Junior Banking, Clerk, Sales Ladies, Computers, Youth Care Workers, Police, Paramedic, Ambulance drivers, Shop Assistant, Gardener, Factory Worker, Machine Operator, Security Guard,

#### Self Employed Lower

**Minimum Qualifications:** Grade 7, basic maths, fair English, business sense

**Minimum Income:** R 200 to R 1 000

**Types of jobs:** Selling vegetables, street stall, small spaza in township, selling flowers

#### Self Employed Higher

**Minimum Qualifications:** Grade 12 or Diploma in Business Administration, very very good English.

**Minimum Income:** R 200 to R 5 000

**Types of jobs:** Sales, Running a shop like a Spaza or Copy Centre or Hairdresser, Other types of business.

#### College Education

**Minimum Qualifications:** 2 to 4 years college after grade 10, very good English

**Minimum Monthly Salary:** R 2 500 to R 10 000

**Types of jobs:** Secretary, Mechanic, Fitter and Turner, Hair Dresser, Banking, Bookkeeper, Factory worker, Dental Assistant, Nurse, Hotel Receptionist, Chef, Cook, Caterer, Pastor, Manager, Health Inspector, Traffic,

#### University Education

**Minimum Qualifications:** 4 to 7 year degree, excellent English

**Minimum Monthly Salary:** R 8 000 to R 30 000

**Types of jobs:** Dentist, Doctor, Engineer, Priest (R 2 000), Social Worker (R 5 000), Teacher, Computer Engineer, Bank Manager, Police, Actress, Musician, Psychologist, Company Manager, Town Planner, Accountant, Auditor, Lawyer, Magistrate,

## What is Skills Training?

A skill is something you learned to do well. A skill is usually something that you do better than most people, and that you work at trying to do it better. Some skills are learned as we go along in life, being inquisitive and looking for new information all the time. Some people go through life never really learning any skills -- these people are always very poor. Life does not give us skills; we have to learn skills by ourselves. The difference between successful and unsuccessful people is determined by the difference in skills they took the trouble to learn and apply.

**Life Skills** are those skills we need to make the most of life. These skills are: personal hygiene and health care, how to act properly in society, how to make proper conversation, how to do the right cultural things, how to say No to the wrong things and Yes to the right things, how to make decisions, how to get the best out of yourself, how to deal with trouble, discipline and self discipline, responsibility, common sense (things everybody should know to be able to live in society), how to apply for a telephone, how to rent a house, how to open an account, how to operate a bank account.

**Craft Skills** are skills we need to get job skills. These skills are: coordination of hand and eye, art, making things with our hands, using our voices properly, singing, rhythm, dancing, body movement, body fitness, working with plants, knitting, needlework, basic mechanics, working with tools, using paints a dyes, making things with clay and paper and glue and feathers and stuff.

**Job Skills** are skills we need to be able to do a job. These skills can be: learning how to do domestic work, how to care for babies and children (nanny), how to type, how to write, how to speak, how to cultivate plants, how to calculate, how to run a small business, how to drive a car, how to cook, catering, how to manage people, how to fix things, how to build things, how to buy and sell things, how to work tools, how to answer a phone professionally, how to operate office equipment, how to operate kitchen and household equipment.

## How to plan your future

This is really easy to do -- the main thing is that you must do it. Some people never do it and wait for life to give them a future. That is a very big mistake because life does not give things to people who do nothing to get it.

Once you have planned your future you must set Goals and ACT on those goals every day.

Here is a recipe to work out your future. It is called AIPGGAD. AIPGGAD stands for Assess, Investigate, Plan, Grab the opportunity, set Goals, Act on the goals, have Determination.

### Assess

Assess your situation.

- ❑ Know that South Africa is not an easy place to live. One out of every four people who want to work cannot get a job because there are no jobs. One out of every ten matriculants get a job because there are no jobs for matriculants. One out of every three university graduates cannot find a job because there are not enough jobs.
- ❑ If you are 17 years old and you have a grade 9 qualification -- then it means that you only have one year left to be a child, not to have to work, and stay at home to learn. If you decide to go to school for the next year then you will be 18 with a grade 10. OK. Now what can you do with a grade 10 qualification? If your parents are rich and can pay for college, and you are a 70% average student, then you can go to college and study many different courses - even part-time. Or you can decide to spend the year learning Life Skills and Job Skills so that next year you will be able to go out and get a job - and perhaps continue studying part-time.
- ❑ If you are 15 years old and you have a grade 7 qualification -- then it means that you only have three years left to be a child, not to have to work, and stay at home to learn. If you decide to go to school for the three years then you will be 18 with a grade 10. OK. Now what can you do with a grade 10 qualification? If your parents are rich and can pay for college, and you are a 70% average student, then you can go to college and study many different courses - even part-time. Or you can decide to spend the year learning Life Skills and Job Skills so that next year you will be able to go out and get a job - and perhaps continue studying part-time.
- ❑ If you are 17 years old and you have a grade 7 qualification -- then it means that you only have one year left to be a child, not to have to work, and stay at home to learn. If you decide to go to school for the next year then you will be 18 with a grade 8. OK. Now what can you do with a grade 8 qualification? Nothing. You need a skill to do something that can bring in money to live from. You can decide to spend the next year learning Life Skills and Job Skills so that next year you will be able to go out and get a job - and perhaps continue studying part-time.

### Investigate

You have to look at what things are possible for you to do, and what opportunities are available. Can you get into a program that can help you study, and feed you? If you can then you are very fortunate because millions of children across the world cannot get such an opportunity -- they have to work to get food on their family's table.

If you have to work to earn food for your family, look at things you can do after work hours to help you learn a skill. Don't expect to get a skill for nothing. You can try and ask someone if they will allow you to work for them for free so that you can learn a skill -- maybe as a carpenter, shopkeeper, packer, cleaner, welder, etc, etc,. This means you must investigate all the possibilities where you can learn skills - and expect to work or pay for it. Other people pay with money to go to skills training courses or college -- you can pay with labour if you don't have money.

Once you find an opportunity to learn something...

### Plan

Plan your way ahead. Sit down with pen and paper and write down the months you have ahead until you become an adult - 18 years old.

Decide where you want to be after this time, and look at where you are now -- how far do you have to go to get where you want. Write down all the things you need to do to get to the end of your plan. Like a roadmap.

Assess your opportunities again. Maybe you can work at Mabule's Spaza, cleaning, before going to help your mother sell vegetables in the day. Maybe you can work at Uncle Sam's Motor Shop after 6, cleaning the tools and fetching spanners. I don't know, but plan all the things you can do to help you get the skills and experience you will need to get a real job one day.

### Grab the opportunity

Once you have planned your way ahead GRAB ALL THE OPPORTUNITIES you can get. This country is full of people - 40 million people - and more and more foreigners are coming in every day. Opportunities are scarce. If you get hold of something GRAB IT and work very hard at it.

Keep looking for new opportunities because some opportunities don't last for ever.

Any opportunity to learn something is worth your life. Give it all you've got and always keep in mind that time is running out and everybody wants an opportunity. You are running a race for opportunities. If you get lazy, or slow, or weak, someone else will quickly grab your opportunity from you.

If someone gives you an opportunity -- give them back much more than they give you. If you don't have money to give, then give loyalty, labour, sweat, gratitude, love, respect, kindness, honesty.

### **GRAB IT WITH ALL YOU'VE GOT**

#### set Goals

Next to the months you wrote down, write down what you need to do every month to get to the end of your plan. These are your goals. Like a roadmap you write down: turn left at robot, go straight for 10 blocks, then go up the hill, now take a taxi to Skietfontein, now walk 6 blocks into town, take a lift up to the tenth floor....

Once you have the roadmap written down next to each month your future is planned-- all you have to do now is to....

#### Act on the goals

Walk the way. Keep to your plan. Run the course. Act on your goals. Make each one work. If one fails you, quickly make another one. Never rest until you know that you are making that month's goal. Make newer higher goals if you see that your first goals were too easy. Make easier goals if your first goals were too difficult. Never stop going forward. Always work on your goal. Don't do things that can make you lose your opportunities.

You can play later. You can boyfriend later. You can dream about new shoes later. You can worry about eating yourself round and fat later. You can worry about other people's jealousy later. You can be jealous later. You can worry about how tough life is later. You can think about how very important you are later. Now you are too busy acting on your goals. It takes all your attention.

Every morning you get up you look at your goal - and act on it, do something about it.

### have Determination

Things don't always work out the way we plan. That is why we can plan. If the first plan fails then we quickly plan again. When we get tired then we know its time to push harder. No one wins a race by stopping to rest when they get tired. You will think Bafana Bafana stupid if they run with the ball halfway and stop for a while because they are tired -- they will lose every game!

Take the knocks, like a boxer, get knocked over, stand up again and fight again, and again, and again. This is your future - the next 60 years of your life - we are talking about. You have only a few years, a few months, to determine how the next 60 years will be for you. Scary stuff!

Any successful athlete works long hours, runs, fails, runs again, wins, wins, fails, works harder, runs, fails, works harder, wins, wins, pains, hurts, gets tired, cries, feels cheated, wins, laughs, gets training, tries again, wins, fails...that is what makes greatness.

Greatness is not winning once. Greatness is keeping on trying, sometimes winning sometimes failing but always going forward.

- Assignment: Write an essay where you assess your situation
- Assignment: Write an essay where you investigate your opportunities
- Assignment: Write an essay where you plan your way ahead
- Assignment: Write an essay where you set your goals
- Assignment: Write an essay where you explain your future dreams