

**APPLY NOW!**

# **CAREER**

**DEVELOPMENT SERVICES**



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

#### DISCLAIMER

The content of this publication is meant to be a brief overview to introduce learners to post-school options available to them. The booklet is a brief source of information to guide learners towards further sources of information regarding post school education and training options.



# FOREWORD

Grade 12 is one of the most important milestones in a young person's life. The decisions you make now will have a significant impact on the rest of your personal and professional life. As the Department of Higher Education and Training, we encourage you to start thinking about the exciting opportunities that are available to you within the Post-School Education and Training System and to start submitting applications now for your studies. The purpose of this *Khetha Apply Now!* booklet is to encourage you to make informed decisions when you choose to further your studies and to ensure that you apply early to an education and training institution of your choice.



**Dr Blade Nzimande**  
**MINISTER OF HIGHER**  
**EDUCATION AND TRAINING**

Choosing a career and deciding where you are going to study to obtain a recognised qualification are two of the most important decisions that you will make. It is therefore critical that you have the right information about the careers that you are interested in. This becomes even more important if you are hoping to go into a field where there is a shortage of skills. Make sure that you are aware of all the post-school options available to you, how to go about getting funding, and the closing dates for applications.

As the Minister of Higher Education and Training, I take career development very seriously and wish to promote a greater level of awareness about education and career paths that learners should consider. As a learner, you must know the scope of opportunities that exist at our 26 Public Universities and 50 Technical and Vocational Education and Training (TVET) colleges, the learnerships offered by the Sector Education and Training Authorities (SETAs) as well as training offered by other departments and public sector organisations.

I encourage you to make use of the information offered in this booklet and to apply early for the post-school option of your choice.

**Dr Blade Nzimande, MP**  
**MINISTER OF HIGHER EDUCATION AND TRAINING**

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# CHAPTER 1

## GETTING STARTED: CHOOSING A CAREER

Decisions about choosing a career are very important and they must be taken with care and consideration wherever they occur throughout life. This booklet will provide you with some pointers that will help you in making this decision. We also encourage you to consult with and seek advice from other career-related sources such as the National Career Advice Portal (NCAP) which can be found at <http://www.careerhelp.org.za> or by going to <http://ncap.careerhelp.org.za>.

In order to make informed career choices, you need to know about a number of things, namely:

- Yourself (self-knowledge);
- The world of work; and
- Education and training opportunities.

### SELF-KNOWLEDGE

People are different and look for different things in jobs. For instance some people are artistic and creative in nature and therefore thrive in environments that encourage creativity. These people tend to feel limited by rules and do not like routine. Others are exactly the opposite, preferring an environment with clear expectations and rules.

You must know your values and interests. Values are things that are important to you and are mostly influenced by family, religion, school, etc. Some people enjoy careers that give them the opportunity to lead or guide whilst others prefer careers that allow them to work independently.

Interests are those things that you enjoy and like doing. An individual who likes working with money could consider a career in accounting whilst someone who enjoys working with their hands and machines could consider a career in engineering or surgery.

In addition you may have skills that you learnt from your family like fixing cars, cooking, drawing, etc. You may want to consider these when making a career choice, especially when you are good at them.

### THE WORLD OF WORK

In addition to knowing about yourself you need to know about the world of work and career opportunities that exist. This means that you need to do some basic research about the career that you are interested in.

## HOW AND WHERE CAN YOU FIND INFORMATION ABOUT THE WORLD OF WORK?

### You may want to check the following:

- Printed publications e.g. the Khetha Post-School Career Guide publication and other resource publications. These may be available at your local library, on the internet or from your Life Orientation teacher;
- Web-based resources such as websites and career-related blogs;
- Employers and professional bodies; and
- People in your community such as teachers, librarians, social workers etc.

## TRAINING AND LEARNING OPPORTUNITIES

Now that you have explored your interests and the type of career you are interested in, you need to know what type of training and learning will enable you to enter into that career. In the chapters that follow we will give you information about those training and learning opportunities which:

- Are at different levels (certificate, diploma or degree);
- Could be academic or vocational;
- Have different entry requirements (including subject mix and pass mark);
- Have different duration (from a few months to a few years);
- May be part-time or full-time; and
- May be offered through distance, online or contact sessions.



**SHESHA! ACT NOW!**

**All the above are important in making a career choice. Remember you need information to make an informed choice**

For more information speak to your Life Orientation teacher, contact or visit the nearest Technical Vocational Education and Training (TVET) college, University or a University of Technology and National Youth Development Agency (NYDA) Offices. You can also contact the Career Development Services Helpline on 086 999 0123 for free career advice and support or send a **'Please Call Me'** to: 072 204 5056 and an official will call you back.



# CHAPTER 2

## CHOOSING SUBJECTS FOR YOUR FUTURE

The subjects you choose before entering the Further Education and Training phase [Grade 10-12] determine, to a large extent, your future career options. It is therefore important to really think long and hard about what your long-term dreams and goals are and use them to guide you on which subjects to choose.

Making a career choice is one of the most important decisions a learner makes. It is therefore vital that you have the necessary information and get proper advice before you make such a decision. You also need to get information on careers, qualifications and subjects required.

## LOOK INWARDS

To help choose your Grade 10 subjects it is important for you to seriously think about what you want to do in life. Examples of the questions you can ask yourself are:

- What combinations of Grade 10 subjects will give me more career options?
- What do I want to be professionally remembered for?
- What industry do I want to work in?

## WHAT SUBJECTS ARE THERE TO CHOOSE FROM?

There is a choice of 25 elective subjects (some of which have been classified as “designated subjects” which are more suitable for tertiary study). Not all the subjects listed in the table are available at all schools. So it is important that you find out what subjects your school is offering and make a choice.

## MATHEMATICS OR MATHEMATICAL LITERACY?

Both mathematics and mathematical literacy are important subjects. Every career involves some level of mathematical literacy. The aim of mathematical Literacy is to develop basic mathematical skills for everyday situations i.e. reading a bank statement, or setting up a budget whereas mathematics involves abstract problem solving. Preparing young people specifically for certain fields requires mathematics. Before making a choice, ask yourself these three questions:

- Do I need mathematics as a subject for the field of study I am considering?
- Am I performing well in mathematics right now?
- If not, what can I do to improve my mathematics skills?

## CHOOSE UP TO 7 SUBJECTS FOR GRADE 10

### COMPULSORY SUBJECTS

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

<b>HUMAN AND SOCIAL STUDIES</b>	Geography; History; Religious Studies
<b>BUSINESS COMMERCE &amp; MANAGEMENT STUDIES</b>	Accounting; Business Sciences; Economics
<b>SERVICES</b>	Consumer Studies; Hospitality Studies; Tourism
<b>ARTS &amp; CULTURE</b>	Dance Studies; Design; Dramatic Arts; Visual Arts, Music
<b>ENGINEERING &amp; TECHNOLOGY</b>	Civil Technology; Electrical Technology; Engineering and Graphic Design; Mechanical Technology
<b>AGRICULTURAL SCIENCE</b>	Agricultural Science; Agricultural Management Practices; Agricultural Technology
<b>PHYSICAL MATHEMATICAL COMPUTER AND LIFE SCIENCES</b>	Life Sciences; Physical Sciences; Computer Applications Technology; Information Technology

PLEASE NOTE THAT NOT ALL SUBJECTS GIVE YOU ACCESS TO UNIVERSITY STUDIES. FURTHERMORE, SOME SPECIFIC COURSES NEED SPECIFIC SUBJECTS. PLEASE CHECK THE ENTRY REQUIREMENTS (SUBJECT MIX AND PASS MARK) WITH YOUR LIFE ORIENTATION TEACHER OR THE INSTITUTION YOU WANT TO STUDY AT.





# CHAPTER 3

## STUDY TIPS

The most common barrier to success encountered by learners is a lack of effective techniques for study and exam preparation. If you are one of the vast majority of learners whose answer to the question, “How do you study for your tests?” is, “I go over my notes,” then you need to take a serious look at your study skills. Here are some suggestions to increase your effectiveness as a learner:

## PREPARING FOR EXAMS

- A. Keep in mind that you want to be an active learner, not a passive one. The more you use and familiarise yourself with the information, the better you will understand it. Using and familiarising yourself with information in as many ways as possible also maximises your ability to remember the information.
- B. ***Do not wait until the night before an exam to study!*** Of course, you should be regularly reviewing your notes, but the preparation still takes time.
- C. If your teacher has not explained to you how he or she designs exams, ask. It is perfectly legitimate to ask. However, keep in mind that an educator has the right to design exams in whatever fashion he or she sees fit, and you have no business asking for changes in that design. You need to learn to adapt all testing styles—including the dreaded essay exam!
- D. The first step in preparation is to read through your notes a couple of times. While you are doing this, you might also want to:
- ***Highlight*** major topics and subtopics, with the goal of generating an outline of your notes. Even if you take your notes in outline form, this is a good practice. Major topics often extend through more than one day’s lesson, and it is easy to lose track of the overall picture from day to day.
  - ***Underline*** all specific terms you want to remember.
- E. Outline the entire set of notes. When you study a large body of information you should study ***from concept to detail*** not the other way around. It will in fact be much easier to learn the details if you take the time to learn the concept and theory first. ***The least efficient approach to studying is to attempt to memorise your notes from beginning to end. It is not the words which are important — it is the ideas.***

F. Consider ways of dealing with the information other than those used in class. The more ways you can manipulate and experience the material you are trying to learn, the more secure your understanding and memory will be.

**Some suggestions:**

- Make **charts, diagrams and graphs**;
- Make **lists**;
- If the subject matter includes structures, practice **drawing** those structures. Remember that a drawing is incomplete until all the important structures are labelled.

G. There are types of information which you will have to memorise (e.g. vocabulary). No one has ever invented a better device for memorising than **flash cards**. These are cards which contain small amount of information and are used to aid learning.

H. One of the most universally effective ways to polish off your study activities is to prepare a **self-test**.

- Challenge yourself as severely as you can.
- As you are studying, keep a running collection of “exam questions.” If you seriously attempt to write difficult and meaningful questions, by the time you finish you will have created a formidable exam. When you begin to feel you are ready for your educator’s exam, take out your questions and see if you can answer them. If you can’t, you may need to go back and reinforce some of the things you are trying to learn.

I. **Never ever pull an “All-Nighter”** on the night before an exam. This is a “freshman trick,” meaning that good students learn very quickly that it is futile. What you may gain from extra study time won’t compensate for the loss of alertness and ability to concentrate due to lack of sleep.

J. On exam day:

- Remember to check your exam timetable to make sure you have the time and venue of the exam right.
- Try not to “cram” during every spare moment before an exam. This only increases your anxiety levels which can lead to panic. You may find it useful, on the night before an exam, to jot down a few ideas or facts which you wish to have fresh in your mind when you begin the exam. Read through your list a couple of times when you get up in the morning and/or just before you take the exam then put it away. This kind of memory reinforcement not only improves your performance on the test, it also improves your long-term memory of the material.



- Be physically prepared.
- Get a good night's sleep.
- Bring necessary writing materials to the exam at least 2 writing pens and pencils, erasers, calculators if appropriate and allowed. Be aware of what the educator has specified as permitted for use. Some instructors object to exams written in pencil; some prohibit use of tools like calculators. It is your responsibility to know these requirements; you should be prepared to take the consequences if you don't.

# CHAPTER 4



## OPPORTUNITIES FOR LEARNING AT TVET COLLEGES

Technical and Vocational Education and Training (TVET) colleges offer National Certificates (Vocational) [NC(V)] and NATED (N) qualifications. The training programmes provided at TVET colleges are aimed at developing vocational skills that are needed in the South African economy. There are currently 50 public colleges, with 264 learning campuses across the country that currently cater for approximately 650 000 students.

## WHAT IS THE NATIONAL CERTIFICATE (VOCATIONAL) QUALIFICATION?

The National Certificate Vocational [NC(V)] is offered in a variety of vocational fields. An NC(V) qualification will take you three years to complete. An NC(V) provides both theory and practical experience in a particular field. NC(V) Level 4 is on the same level as the National Senior Certificate (NQF Level 4), but is more closely aligned to the workplace.

Some of the fields in which NC(V) is offered are: finance, economics and accounting, engineering and related design, civil engineering and building construction, office administration, primary agriculture, process plant operation, process instrumentation, electrical infrastructure construction, management and marketing.

You need to have at least passed Grade 9 to enrol into NC(V) level 2



qualification. Each of these qualifications also has other entry requirements. You are required to have, for instance, Mathematics at Grade 9 for entry into engineering related courses.

## NATED (N) QUALIFICATIONS

Colleges offer NATED qualifications in a variety of areas such as business management, mechanical engineering and others. NATED qualifications are also theoretical components of the apprenticeship training programmes.

NATED qualifications are also offered per semester and trimester, so you will have the opportunity to apply at various times during the year.

**SHESHA! ACT NOW!**  
Visit the nearest TVET College of your choice. Applications open in  
September of each year.

## FUNDING

Bursaries are available at each of the 50 Public TVET colleges. See Chapter 6 on funding for more information.

## WHAT ABOUT PRIVATE COLLEGES?

There are many private colleges that offer different qualifications. Remember to check with the Department of Higher Education and Training (DHET) if a college is registered and its courses are accredited.

For more information, contact DHET at 0800 87 22 22 or email [registrarTVET@dhnet.gov.za](mailto:registrarTVET@dhnet.gov.za). Please note that DHET does not offer bursaries to study at private colleges.

# CHAPTER 5

## OPPORTUNITIES AT UNIVERSITIES, UNIVERSITIES OF TECHNOLOGY AND COMPREHENSIVE UNIVERSITIES



In addition to the option of attending a TVET college, there are 26 Universities, Universities of Technology and comprehensive Universities in South Africa. Spaces to study at these post-school learning institutions are limited and competition is tough.

So study hard and ***Apply Now!***

These institutions offer qualifications such as certificates, diplomas and degrees. The learning is academic with either a professional, vocational or career-orientation.

Undergraduate studies can lead to a higher certificate, diploma or a degree. Learners who want to specialise further can study for Post Graduate or Advanced Diplomas, Honours, Masters or Doctoral degrees. Universities equip graduates for anything from science, engineering and medicine to law, business, teaching and acting, to name few. Courses/programmes last for periods ranging from twelve months to six years.



## CLOSING DATES

Most higher education institutions close new applications in August annually for learners applying for admission for the following year, while others close as early as May.

**SHESHA! ACT NOW!**

Obtain information on application requirements and closing dates for the course you want to study from an institution of your choice.

## PRIVATE HIGHER EDUCATION INSTITUTIONS

There are a wide range of Private Higher Education Institutions that offer a selection of higher education qualifications mostly certificates but also diplomas and degrees. Prospective learners should check with the Department of Higher Education and Training (DHET) whether the institution is registered (refer to the DHET website: <http://www.dhet.gov.za>) and is offering qualifications that are accredited. Some institutions private and public, do sometimes offer qualifications that are not registered. The fact that an institution is registered does not necessarily mean that all its qualifications are accredited. Please refer to the page with a list of Universities.

## BEFORE YOU SIGN ANY AGREEMENT WITH AN INSTITUTION DO YOUR HOMEWORK:

- Consult websites, prospectus, career guidance counsellors at TVET colleges/ universities;
- Attend open days; and
- Call the Career Development Services Helpline: See back of booklet for details.

## WHAT DO I NEED TO APPLY TO A HIGHER EDUCATION INSTITUTION?

- Ensure that you meet the requirements before applying;
- Obtain the application form and complete it fully;
- Supply either or both of your Grade 11 final results and your Grade 12 June results; and
- Pay an application fee that is usually non-refundable.

NOTE: Each institution sets its own admission requirements.

Please note that when you apply for the first time to Universities in KwaZulu-Natal you have to apply through the Central Applications Office (CAO).

CAO contact details: Call centre: 031 268 4444.



# CHAPTER 6



## FUNDING OPPORTUNITIES FOR YOUR STUDIES

There are many people who would like to further their studies but due to their circumstances, cannot afford to do so.

However, government is making strides in providing greater access to funding for deserving learners who would like to continue learning.

## THE NATIONAL STUDENT FINANCIAL AID SCHEME (NSFAS)

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

- **NSFAS bursary**

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

- **NSFAS loan**

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

- o It attracts a very low interest rate;
- o It is granted without need for guarantees or sureties;
- o Depending on the learner's academic results, portions of the loan can be converted into a bursary; and





- o It has a very reasonable repayment plan, based on the learner's earnings once they start earning a salary.

All repaid loans are used to fund other deserving learners.

It is important to note that NSFAS does not allocate funds directly to learners. You will need to apply for financial assistance at the institution you intend to register with and will then be assessed on the extent of your financial need. You can apply for both the NSFAS-administered loan and bursary programmes at the university's Financial Aid Office (FAO), or at the Student Support Centre (SSC) at a TVET college or university.

### YOU CAN APPLY FOR ASSISTANCE IF:

- You are a South African citizen;
- You are enrolled in undergraduate studies including N qualifications;
- You are registered at public university or TVET college; and
- Your household income is less than R122 000 per annum.

### HERE'S WHAT YOU NEED TO DO:

- Apply at the public education institution where you are planning to study. Some institutions will issue you with an application for study together with an application for financial aid. You need to enquire from the institution about their process and deadlines for both.
- Submit both applications and all documents needed. The following documents must accompany your application:
  - o A South African Identity Document;
  - o Proof of household income (copies of your parents' salary slips);
  - o An affidavit from the South African Police Services (If your parents are not employed you must produce an affidavit from the police station confirming this); and
  - o Copies of your siblings' (those at school or tertiary level) and parents' Identity Documents.

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

The FAO or SSC will:

- o Explain how you'll access the money and repay your student loan; and
- o Decide whether you are financially needy of a study loan.

If the FAO or SSC asks you for additional information or documents, it is your responsibility to respond promptly and accurately.

The decision to allocate funds is based on financial needs (determined by a national means test), and having the academic potential to succeed. The institutions will guide you on this.

## HOW DO I REPAY THE LOAN?

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

For more information on NSFAS:

<http://www.nsfas.org.za>

Tel no: 0860 067 327

Email: [info@nsfas.org.za](mailto:info@nsfas.org.za)

Postal address:

Private Bag X1

Plumstead

7801

South Africa

## OTHER FUNDING SOURCES

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

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

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

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



# CHAPTER 7

## INTERNSHIPS AND LEARNERSHIPS

### INTERNSHIPS

#### DESCRIPTION

An internship is a structured training programme that seeks to provide unemployed youth graduates and student interns with an opportunity to gain practical work experience in the real work environment.

The purpose of the programme is to provide the young graduates access to workplace skills training to improve their employment opportunities both within and outside the Public Service.

#### CONDITIONS

- Candidates for graduate internship should be between the ages of 18-35 with an appropriate post-school qualification and must not have previously served as interns.
- Candidates for student internship, also referred to as Work Integrated Learning (WIL) should have completed their theoretical learning and be in possession of a particular qualification as shall be determined by an institution, e.g. N6 certificate in case of TVET colleges, and in need of eighteen months experiential learning, in order to obtain a diploma. The duration of WIL varies from one institution to the other and is linked to a qualification registered on the National Qualifications Framework (NQF).
- Successful candidates for graduate internships are paid a monthly stipend regulated according to the sectoral determinations.
- In-service trainee may not be paid a stipend.

#### PROCESS

- Organisations advertise internship opportunities using the media of their choice.
- Graduate interns who meet the requirements to participate on the programme may apply.
- Shortlisted candidates are invited for an interview.
- Successful candidates enter into an internship agreement with the host employer.
- At the start of the internship, an intern is allocated a mentor to support and coach him/her throughout the programme.

- Upon completion of the programme, the host employer may decide whether to absorb the intern into the organisation or not. There is no automatic absorption as this depends on the availability of posts.
- WIL students do not undergo selection process as they are still learners and working towards obtaining their qualifications. They are placed directly from their institutions depending on the availability of space.

## LEARNERSHIPS

### DESCRIPTION

A learnership is a structured learning process for gaining theoretical knowledge and practical skills in the workplace leading to a qualification registered on the NQF.

A learnership is outcomes-based and not time-based and allows for recognition of prior learning. Learnership duration varies but the average is 18 months.

### CONDITIONS

Learners may be existing employees or new entrants. Learners must meet the entry requirements for a particular learnership as determined by the qualification requirements. The employed learner continues to receive his/her current salary. The unemployed learner is paid a stipend as regulated by the sectoral determination.

### PROCESS

- Employers are workplace approved and are required to meet the pre-registration criteria.
- Training providers are accredited to provide the chosen learnership by the relevant SETAs.
- Organisations advertise learnership opportunities using the media of their choice.
- The learner is selected by the host employer in line with its recruitment processes.
- The learnership agreement is signed between the employer, training provider and learner.
- The employment agreement is signed between the employer and the learner if the learner is unemployed.
- The learning programme and process is discussed and agreed to with the provider.
- The learner is assessed by a qualified assessor (formative and summative assessments), and the outcomes moderated.
- On successful completion of the learnership, a national qualification is awarded to the learner.



# CHAPTER 8

## **PUBLIC SERVICE TRAINING OPPORTUNITIES**

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

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

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

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

### **DEPARTMENT OF HEALTH**

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

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

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

### **SOUTH AFRICAN POLICE SERVICES (SAPS)**

If you wish to train to be a police officer visit your nearest police station for more information or call the national office on 012 393 1000 or visit the website at:

<http://www.saps.gov.za/careers>.

### **DEPARTMENT OF CORRECTIONAL SERVICES**

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



## DEPARTMENT OF DEFENCE

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

Army: 012 355 9111

Health: 012 367 9000

Navy: 012 339 4352

Air Force: 012 312 2911

<http://www.dod.mil.za>

## DEPARTMENT OF PUBLIC WORKS

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

## DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

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

## DEPARTMENT OF LABOUR

This department provides career and job seeking related information and other important information. Visit your nearest labour centre or visit the website <http://www.labour.gov.za> or call 012 309 4048 /4662.

There are many other opportunities on offer, this is only meant to help give you a head start as you look for employment and training opportunities post Matric.



# CHAPTER 9

## **SCARCE SKILLS: OPPORTUNITIES IN DEMAND**

Scarce skills refers to those skills needed in a particular occupation/job where they are in short supply. This is where there are insufficient skilled people to meet current or future labour market demands, either because such skilled people are not available, or they are available but they do not meet the employment criteria. Studying for entry to any of these careers might offer rewards and job opportunities upon completion.

### **SCARE SKILLS ALSO DIFFER IN THIS WAY:**

Absolute Scarcity refers to jobs for which skilled people are not available in the labour market such as actuarial science and instrumentation.

Relative Scarcity refers to jobs for which suitably skilled people are available but who may not necessarily have a high level of work experience located within a specific geographical location and equity considerations e.g. fewer women in engineering and science related careers.

Critical Skills refers to abilities that are of especially great importance across a range of different jobs/occupations. These include general management skills, communication and customer handling skills, teamwork skills and communication technology skills.

The following occupations currently experience a shortage of skilled people:

- Engineering and Built Environment specialists
- Health Professionals
- Finance professionals
- City planners
- Law professionals
- IT/ICT professionals
- Natural Science professionals
- Management professionals
- Education professionals
- Transport professionals
- Artisan professionals

Make use of the resource link address below and consult other resources, such as the Sector Education and Training Authorities (SETAs) and the Career Development Services website <http://www.careerhelp.org.za>, to get more information about the scarce and critical skills in your field of interest.

# CHAPTER 10

## OPPORTUNITIES FOR SELF-EMPLOYMENT WHAT IS ENTREPRENEURSHIP?

Are you driven, enterprising and involved in some form of income generation? Have you ever started a business or sold certain products? If yes, maybe a small business start-up is for you!

All the great and small businesses around us started as just an idea. Most successful businesses start with an idea and an understanding of a market need that others do not notice.

## DO I NEED A UNIVERSITY DEGREE TO START A BUSINESS?

No, but you do need to acquire important business skills. It is difficult to run a successful business without the necessary training or skills. You can contact the National Youth Development Agency (NYDA), The Small Enterprise Development Agency (Seda) and others for advice and support. Their website addresses are:

<http://www.nyda.gov.za>

<http://www.seda.org.za>

<http://www.careerhelp.org.za>







# CHAPTER 11



## OPPORTUNITIES THROUGH COMMUNITY SERVICE

Exciting opportunities for personal growth and development are available when participating in community service. Community service is when a person gives of his/her time to do something generally without pay that benefits community members. This is often called volunteering. The good news is that volunteering can benefit you in many ways including:

- Improving your skills and knowledge: volunteers are often trained in a variety of areas and have plenty of time to practice these skills;
- Improving your social networks and skills: when you get involved in volunteering opportunities you make new friends and improve your social skills;
- Exposing you to the working environment: volunteering may expose you to what the working environment may be like; and
- Enhancing your CV and employability: the training and experience you gain as a volunteer will go into your CV and help improve your chances of employment and admission into other programmes.

The most important benefit for you may be in character development. Volunteer opportunities help build patience, confidence, compassion and hard work. These are important to empower one to become a successful adult and responsible citizen of our country.

You can make a difference in other people's lives and gain a lot of benefit at the same time. Volunteer opportunities may exist in an orphanage, health care, building projects, substance abuse and trauma counselling, and others. Being a volunteer requires patience and commitment to community development.



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**khetha**

Make the right choice. Decide your future.

## Department of Higher Education and Training Career Development Services

Career Development Services is an all age, multichannel career information and advice service for South Africa. Khetha is the official brand for the service.

The Department of Higher Education and Training through the Career Development Services Directorate offers a range of services that assist individuals to make informed career choices and facilitates access to post school education and training opportunities. These services include:

- Providing career information and advice;
- Supporting individuals to develop career plans;
- Providing career resources and tools to career development practitioners and teachers;
- Providing access to information on learning and career paths;
- Supporting individuals to develop in their careers and adapt to changes in the world of work;
- Promoting learning, working and training opportunities; and
- Coordinating career development services in the country.

These services are provided through a face-to-face, telephonic and online platforms.

**Learners, students, parents, workers, unemployed youth and career practitioners**



Find the contact numbers on the back of this publication.



# CHAPTER 12

## WHERE TO FIND CAREER ADVICE SERVICES MAKE THE RIGHT CHOICE! DECIDE YOUR FUTURE NOW!

The Career Development Services Helpline provides learners with advice on post school learning options, qualifications and careers so that they are equipped to make informed decisions concerning their learning and career paths. The service is accessible through various channels and media platforms, including radio.

Khetha SABC radio programme provides career information and advice services for all. It is broadcast on 10 SABC radio stations every week, see page 27 for more details.

Before registering at any institution, learners should ensure that the institutions are registered and qualifications are accredited. The institution offering qualification must be accredited by the relevant Quality Council. This is critical as all qualifications and part qualifications must be registered on the NQF for them to be nationally recognised and thus have real value.

If learners want to find out about Career Development Services - registered qualifications, or would like to enquire about career choices, they should call the Career Development Services Helpline on 086 999 0123 or email [careerhelp@dhet.gov.za](mailto:careerhelp@dhet.gov.za). You can also send an SMS to 072 204 5056 with your question or send a **'Please Call Me'** and one of the Career Advisors will call you back.

**SHESHA! ACT NOW!**

Don't struggle to find information you need, use NQF and the Career Advice Helpline to get the facts and plan your future today.



# CHAPTER 13

## **BUILDING AN INFORMED YOUTH STUDENTS WITH DISABILITIES**

The Department of Higher Education and Training is committed to ensuring that learners with disabilities and special needs access opportunities to study at universities and TVET colleges. Academically deserving and financially deserving applicants are eligible to receive a DHET TVET college bursary to cover tuition fees and where funds are available, travel and accommodation. Applications are made at a TVET college at the time of applying to study.

It is important that learners with disabilities and special needs make themselves known at the college where they would like to study. Proof of the condition may be required in the application process. The college will then determine the level of support that will be required by the learner.

## **LEARNERS WITH HIV/AIDS**

Since its establishment in 2000, The Higher Education and Training HIV/AIDS Programme (HEAIDS) has enabled the institutional programmes of the public higher education institutions. Today, public universities, universities of technology and TVET colleges have HIV policies and programmes.

HIV/AIDS afflict the well-being of people; undermines basic human rights; and threatens social and economic development. We are all affected and we are all called upon to own the responsibility to do what is necessary.

Young people are considered to represent the most viable opportunity to halt the spread of HIV/AIDS and to prevent new infections. Countries that have reported downturns in the HIV/AIDS epidemic have attributed this to behaviour change among young people. With the range of interventions that we are investing in our young people at universities, universities of technology and colleges we look forward to an effective higher education and training contribution to the national HIV/AIDS response.



# KHETHA RADIO CAMPAIGN SCHEDULE

We encourage you to listen to these programmes and give us feedback.

**Please take note of the time slots in the radio schedule**

Ligwalagwala fm	Mondays	siSwati	14:30 - 15:00
Ikwewezi fm	Mondays	isiNdebele	15:05 - 15:30
Umhlobo Wenene fm	Mondays	isiXhosa	20:30 - 21:00
Thobela fm	Mondays	Sepedi	21:05 - 21:30
Ukhozi fm	Mondays	isiZulu	21:05 - 21:30
Motsweding fm	Mondays	Setswana	21:20 - 21:50
Phalaphala fm	Tuesday	Tshivenda	20:05 - 20:30
Munghana Lonene fm	Tuesdays	Xitsonga	21:30 - 22:00
Radio Sonder Grense fm	Wednesdays	Afrikaans	19:30 - 20:00
Lesedi fm	Thursdays	Sesotho	16:15 - 16:45



# CONTACT DETAILS FOR UNIVERSITIES

University	Telephone Number	Web address	Town/City
University of Cape Town	021 650 9111	www.uct.ac.za	Cape Town
University of Fort Hare	040 602 2011	www.ufh.ac.za	Alice Campus
University of Free State	051 401 9111	www.ufs.ac.za	Bloemfontein
University of Johannesburg	011 559 4555	www.uj.ac.za	Johannesburg
University of KwaZulu-Natal	031 260 8596/1111	www.ukzn.ac.za	Durban
University of Limpopo	015 268 2105	www.ul.ac.za	Mankweng, Polokwane
Nelson Mandela Metropolitan University	041 504 1111	www.nmmu.ac.za	Port Elizabeth
North West University	018 389 2111	www.nwu.ac.za	Potchefstroom
University of Pretoria	012 420 3111	www.up.ac.za	Pretoria
Rhodes University	046 603 8276/8111	www.ru.ac.za	Grahamstown
University of South Africa	012 429 3111/086 167 0411	www.unisa.ac.za	Pretoria
University of Stellenbosch	021 808 9111	www.sun.ac.za	Stellenbosch
Walter Sisulu University	047 502 2844/2841	www.wsu.ac.za	Mthata
University of Venda	015 926 8000	www.inven.ac.za	Thohoyandou
University of Western Cape	021 959 2911	www.uwc.ac.za	Cape Town
University of the Witwatersrand	011 717 1000	www.wits.ac.za	Johannesburg
University of Zululand	035 902 6000	www.uzulu.ac.za	Richards Bay
University of Mpumalanga	013 753 3065/087 150 6745	www.ump.ac.za	Nelspruit
Sol Plaatje University	053 807 5300	www.spu.ac.za	Kimberley
Sefako Makgatho Health Sciences University	0800 003 164/012 521 4468	www.smu.ac.za	Gauteng

University of Technology	Telephone Number	Web address	Town/City
Cape Peninsula University of Technology	021 959 6767	www.cput.ac.za	Cape Town
Central University of Technology	051 507 3911	www.cut.ac.za	Welkom
Durban University of Technology	086 0103 194/031 373 2000	www.dut.ac.za	Durban
Mangosuthu University of Technology	031 907 7111	www.mut.ac.za	Durban
Tshwane University of Technology	086 110 2421/012 382 5911	www.tut.ac.za	Pretoria
Vaal University of Technology	086 186 1888/016 950 9000	www.vut.ac.za	Vanderbijlpark



# CONTACT DETAILS FOR COLLEGES

Technical & Vocational Education & Training College	Telephone Number	Town/City
Buffalo City TVET College	043 704 9218/ 043 722 5453	East London
Eastern Cape Midlands TVET College	041 995 2000/ 041 922 7132	Uitenhage
Ikhala TVET College	047 873 8800	Queenstown
Ingwe TVET College	039 255 1204/ 1414/0346	Mt Frere
King Hintsa TVET College	047 401 6400	Butterworth
King Sabata Dalindyebo TVET College	047 505 1000/ 047 536 0923	Umtata
Lovedale TVET College	043 642 1331/ 043 604 0705	King Williams Town
Port Elizabeth TVET College	041 585 7771	Port Elizabeth
Flavius Mareka TVET College	016 976 0829	Sasolburg
Goldfields TVET College	057 910 6000	Welkom
Maluti TVET College	058 713 6100/ 6695/ 0296	Phuthaditjhaba
Motheo TVET College	051 406 9300/ 051 411 2000	Bloemfontein
Central Johannesburg TVET College	011 351 6000/ 011 643 8421	Johannesburg
Ekurhuleni East TVET College	011 730 6600	Springs
Ekurhuleni West TVET College	086 139 2111/ 011 872 0830	Germiston
Sedibeng TVET College	016 422 6645	Vereeniging
South West TVET College	011 527 8300/ 086 176 8849	Soweto
Tshwane North TVET College	012 000 0441/ 0475/012 401 1600	Pretoria
Tshwane South TVET College	012 401 5000	Pretoria
Western College TVET	011 692 4082/ 4004	Randfontein
Coastal TVET College	031 905 7200/ 7000/7001	Kwa-Makhutha
Elangeni TVET College	031 716 6700	Pinetown
Esayidi TVET College	039 684 0110	Port-Shepstone
Majuba TVET College	034 326 4888	Newcastle
Mnambithi TVET College	036 637 4782/ 036 638 3800	Ladysmith
Mthansana TVET College	034 981 5337/ 034 980 1010	Vryheid
Thekwini TVET College	031 250 8400	Durban
Umfolozo TVET College	035 902 9501/ 03	Richards Bay

Technical & Vocational Education & Training College	Telephone Number	Town/City
Umgungundlovu TVET College	033 341 2100/ 2214/ 086 010 5790	Pietermaritzburg
Capricorn TVET College	015 291 3118 015 230 1800	Polokwane
Lephalale TVET College	014 763 2252/ 014 940 0194	Lephalale
Letaba TVET College	015 307 5440/ 2215/4438	Tzaneen
Mopani South East TVET College	015 781 5721/ 5604/ 1377/ 1513	Phalaborwa
Sekhukhune TVET College	013 296 0278/ 087 701 0263	Motetema
Vhembe TVET College	015 963 3156/1001/ 2167/7357/ 015 516 4773	Thohoyandou
Waterberg TVET College	015 492 9000/9007	Mokopane
Ehlanzeni TVET College	013 752 7105	Nelspruit
Gert Sibande TVET College	017 712 1458/ 1459/ 9040/ 9058	Standerton
Nkangala TVET College	013 690 1430/ 3824	Witbank
Northern Cape Rural TVET College	054 331 3836/ 1183	Upington
Northern Cape Urban TVET College	054 839 2000/ 2061	Kimberly
Orbit TVET College	014 592 5500	Rustenburg
Taletso TVET College	018 384 2346/ 49/ 50	Mmabatho
Vuselela TVET College	018 464 0300/ 018 406 7800	Klerksdorp
Boland TVET College	021 886 7111/ 2	Stellenbosch
College of Cape Town TVET College	021 404 6700	Cape Town
False Bay TVET College	021 003 0600	Cape Town
Northlink TVET College	021 970 9000/ 021 946 2250	Cape Town
South Cape TVET College	044 884 0359	George
West Coast TVET College	022 482 1143	Malmesbury

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## CAREER DEVELOPMENT SERVICES

**SMS SERVICES:** Send an SMS to 072 204 5056 with your question or send a "PLEASE CALL ME" and one of the Career Advisors will call you back.

**PHONE:** 086 999 0123 (Mon-Fri: 08:00-16:30)

**E-MAIL:** [careerhelp@dhet.gov.za](mailto:careerhelp@dhet.gov.za)

**WEBSITE:** [www.careerhelp.org.za](http://www.careerhelp.org.za)

**FACEBOOK:** [www.facebook.com/careerhelp](http://www.facebook.com/careerhelp)

**TWITTER:** [www.twitter.com/rsacareerhelp](http://www.twitter.com/rsacareerhelp)

**MOBILE SITE:** [mobi.careerhelp.org.za](http://mobi.careerhelp.org.za)

**NATIONAL CAREER ADVICE PORTAL:** <http://ncap.careerhelp.org.za>

**WALK-IN SERVICE:** 123 Francis Beard Street, Pretoria

(Mon-Fri: 08:00-16:30)

Higher Education & Training Ministerial flagship initiative  
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