MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

SHAPING SKILLS, PIONEERING INDUSTRIES, EMPOWERING FUTURES

CAREER
OPPORTUNITIES
GUIDE

2022/23

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FOREWORD

Good wishes on your decision to consider a career in the Media, Information and Communications Technology (MICT) sector. More than any other industry today, Information and Communication Technologies (ICTs) offer a diverse range of opportunities that allow you to explore your own areas of interest and expertise throughout your professional growth.

With the start of every new year, there is always a challenge of deciding on a career path or professional life, and this is often made worse by constantly changing labour markets.

Long-term and sustainable success requires one to have key elements such as an education and skills that are in demand. It has always been understood by professionals that ICT provides an enabling environment/infrastructure for many other industries such as finance, manufacturing, telecommunications, mining, multimedia, government, entertainment and other industries.

As emerging professionals, the environment is always in a constant state of flux and therefore it requires people to be self-directing in their professional and private lives. Deciding on a career requires careful planning and determination. It could also mean the difference between a career path that is relevant in five years and one that is running on a limited time. Simply put, one has to choose a career that is not saturated. Therefore, the prospect of a career transition requires one to:

• Think of the bigger picture
• Identify market needs
• Develop the necessary skills
• Build a network
• Be open to challenges

The purpose of this practical guide is to assist you as an emerging professional to take charge of your career and build it step-by-step. It is important to note that achieving an excellent education is about:

• Engaging your curiosity
• Developing skills that are in demand within a specific field of interest
• Becoming a well-educated citizen that can use and enhance life learning experiences

In addition, education is important to prepare one to pursue a wide variety of career paths. The following fields exist in the Media, Information and Communications Technology (MICT) sector: Cyber Security, Data Analytics, Digital Media, Mobile Application Software, Artificial

Intelligence (AI), to name a few. However, the challenge has always been to get the message out to students and emerging professionals alike.

Recognising the transformative rewards that education plays in the society, the MICT SETA tasks itself with keeping emerging and experienced professionals engaged, offering opportunities through education and training. This offers the chance to make a significant contribution, while ensuring high quality and outstanding professionals are trained and produced at the same time.

QUICK GLANCE AT THE MICT SECTOR

The MICT SETA is made up of five sub-sectors that are interrelated but also distinct and identifiable. These sectors are:

- Advertising
- Film and Electronic Media
- Electronics
- Information Technology
- Telecommunications

The sector is anchored in the role of unified communications and the integration of telecommunications, computers as well as necessary enterprise software, middleware storage and audio visual systems.

The MICT Sector is made up of **35 569** employers spread across **five sub-sectors**.
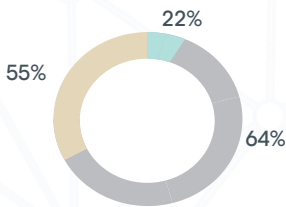
This represents a **23%** increase from **28 829** in the previous year.

The majority **(51%)** of the employers in the sector (both levy and non-levy payers) are operating within Information Technology, followed by **13%** in Electronics.

The Advertising, Telecommunication and Film and Electronic Media sub-sectors each account for **12%** of the total pool of employers.

22%

55%

64%

14%   2%

3%
1%   1%
2%

Gauteng - **55%** of Employers host the largest proportion of employers across the five sub-sectors spanning **64%** followed by the Western Cape accounting for **22%.**
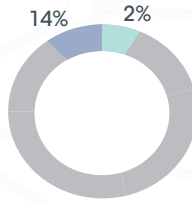
About **14%** of employers are based in KwaZulu-Natal, while **2%** are in the Eastern Cape.
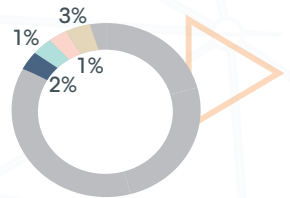
Mpumalanga - **3%,** Free State - **1%,** North West - **1%,** Limpopo only host **2% each** and Northern Cape - **0%** of the total employers.

The sub-sectors are wide-ranging but nevertheless interconnected. The sector can be disaggregated into Information Communication Technologies (ICT) producing activities and ICT using activities. It is located on the convergence between content, commerce, community and the tools that support them.

The MICT sector experienced a sharp decline in the number of employees recording a total of **187 585** in 2021.

Film and Electronic Media account for **6%.**

The sub-sector with the lowest number of employees is Advertising, accounting for **5%.**

The largest proportion **(50%)** of employees are working in the Information and Technology sub-sector followed by **29%** working in the Telecommunications sub-sector.

THE FOURTH INDUSTRIAL REVOLUTION (4IR) AND THE IMPACT OF COVID-19

There has never been a time greater than this to realise that the MICT sector is in a constant state of flux. South Africa, Africa and the rest of the world is in the middle of the Fourth Industrial Revolution. It is happening all around us. Denial will put South Africa at a disadvantage, and we will fall swiftly behind the countries that have already embraced

this new economic paradigm. It is no doubt that with the emergence of 4IR, topics of skills re-orientation are becoming more and more relevant, age-old trusted education systems need to be more flexible, and the link between education and business needs to be a two-way street.

In its simplicity, 4IR is the complex application of Science, Technology, Engineering and Mathematical (STEM) knowledge at its core. It is an extension of 'Industrial Revolution 1, 2 and 3' with the addition of Artificial Intelligence (AI) built into machines that can think and do most things that used to be the sole prerogative of the human species. The 4IR has the potential to raise global income levels and improve the quality of life for populations around the world.

The concept of 4IR is not fully understood by the average South African, but it has the potential to change the way everyone learns, works, and lives. In its scale, scope, and complexity, the transformation will be unlike anything humankind has experienced before. It is not yet known how it will unfold, but it is clear that new skills will be needed in the near future.
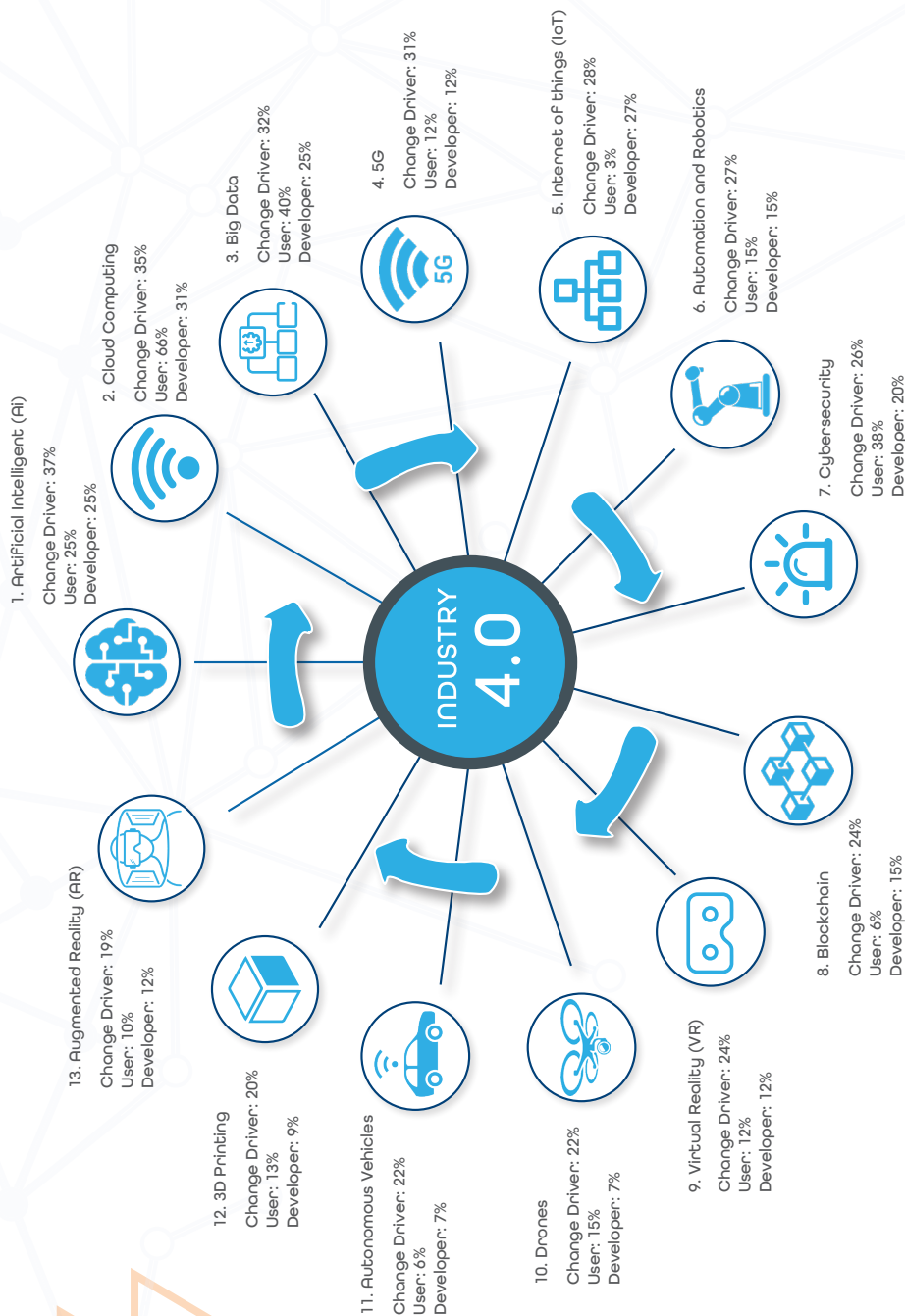
How the COVID-19 pandemic exacerbated the use of 4IR technologies, and its impact on the MICT sector

The importance of the adoption of 4IR in the MICT sector has long been acknowledged. New technologies such as artificial intelligence, cloud computing, virtual and augmented reality and the internet of things, amongst others have already proven to impact the sector in profound ways.

The COVID-19 pandemic has exacerbated the reality of 4IR digital workflows, cloud computing, and automation, to name a few. The pandemic brought about a number of new ways to do things such as working remotely, which brought about an exponential rise in video calls/phone calls as an increasing number of people are organising meetings via apps or collaboration platforms. There was also a rise in e-learning, online education, simulation exercises, and e-governance, amongst others. As such, cybersecurity, and data security saw a surge as most workforces operated remotely. Cloud services grew, boosted by higher usage of content, video conferencing, and the impact of remote access to corporate networks.

There were some negative consequences as well. The impact of the pandemic exposed the fact that many South Africans lack not just access to the internet, but also access to digital devices that would enable them to work remotely and continue with other aspects of their lives via online channels. The country suffers from digital inequality with low levels of internet penetration, specifically in rural areas, high mobile data prices, expensive smart devices and expensive and low-bandwidth connectivity in rural areas making social distancing and self-isolation containment measures more difficult for some.

It is no doubt, as aforementioned, that the COVID-19 pandemic has accelerated the use of digital technologies. But it also revealed the urgency with which the sector must transform with regards to both skills demand and supply. Key technologies have become important as many South Africans are working remotely, using digital platforms such as Zoom for video conferencing, for example. With South Africa striving towards being an e-skilled economy, as outlined in the National Development Plan Vision 2030, key change drivers that affect the MICT sector and socio-economic systems are as follows:

INDUSTRY 4.0

1. Artificial Intelligent (AI)

Change Driver: 37%
User: 25%
Developer: 25%

2. Cloud Computing

Change Driver: 35%
User: 66%
Developer: 31%

3. Big Data

Change Driver: 32%
User: 40%
Developer: 25%

4. 5G

Change Driver: 31%
User: 12%
Developer: 12%

5. Internet of things (IoT)

Change Driver: 28%
User: 3%
Developer: 27%

6. Automation and Robotics

Change Driver: 27%
User: 15%
Developer: 15%

7. Cybersecurity

Change Driver: 26%
User: 38%
Developer: 20%

8. Blockchain

Change Driver: 24%
User: 6%
Developer: 15%

9. Virtual Reality (VR)

Change Driver: 24%
User: 12%
Developer: 12%

10. Drones

Change Driver: 22%
User: 15%
Developer: 7%

11. Autonomous Vehicles

Change Driver: 22%
User: 6%
Developer: 7%

12. 3D Printing

Change Driver: 20%
User: 13%
Developer: 9%

13. Augmented Reality (AR)

Change Driver: 19%
User: 10%
Developer: 12%

The abovementioned change drivers call for the continued development of technologies and skills. Whilst it may be true that 4IR may invalidate jobs that place emphasis on routine or menial tasks, it also presents an opportunity for the creation and/or advancement of jobs.

OCCUPATIONS & SPECIALISATIONS IN THE MICT SECTORTORAL DEMAND

The list below reflects sub-sectoral hard-to-fill vacancies or occupations that employers were not able to fill within 12 months, or it took longer than 12 months to find suitably qualified and experienced candidates:

Cyber Security Specialist	
Multimedia Specialists create and manipulate computer animation, audio, video and graphic images and files into multimedia programmes to produce data and content for information kiosks, multimedia presentations, websites, mobile telephone resources, electronic gaming environments, e-commerce and e-security solutions, and entertainment and education products.	Multimedia specialists have to stay focused on new and advancing forms of media. Therefore, they have to have a degree in multimedia design, art or graphic design or sometimes an associate degree suffices. The duration of the qualifications vary per institution, they usually take up to 3-4 years.
Digital Artist	
Digital Artists use technology to make artwork come alive. They use computer software to create 3D animation, interactive website graphics, or digitally enhanced photographs.	To become a digital artist one has to go through a 4-year degree in Digital Arts which brings together the creative and technical aspects of game creation. One learns a variety of skills, including technical development and programming, illustration, animation, writing, and sound design. Career prospects in this regard include: • Animator • Game Developer • Systems Administrator • Game Writer • Virtual Reality (VR) Developer
Copywriter	
Copywriters research, plan and create written content (known as copy) for the purpose of advertising goods and services on behalf of a client. This content includes advertisements, slogans, blog posts, emails, sales letters, technical documents, speeches, scripts and website copy.	To become a Copywriter typically one has to have at least a bachelor's degree in English, journalism or another related major. Specialisations in this area include: • Advertising Writer • Copy Editor • Publicity Writer

Software Developers/Programmers

Software Developers/Programmers create, maintain and modify computer and software programmes such as operating systems, communications software, utility programmes and compilers. They analyze and interpret technical designs and flow charts to construct specifications using a business functional model, test programmes, and write technical documentation.

For one to become a software developer they must complete bachelor's degrees in computer science or software engineering. These programmes have significant math requirements that include a sequence in calculus, differential equations, and linear algebra. A sequence in physics is also required.

Media Producer

Media Producers plans, administers and reviews activities concerned with publishing or production of films, television or radio programmes, theatre, music, festivals or other artistic activities.

For one to become a media producer they have to have a bachelor's degree in media arts, communications, film/television production, or any related field. Specialisations include:

- Executive Producer
- Radio Producer
- Television Producer
- Film Producer
- Theatre Producer
- Broadcasting and Theatrical Production Manager
- Stage Producer
- Musical Producer
- Producer (Film and Television)

Data and Analytics Specialist

Data and Analytics Specialists collect large amounts of unruly data and transform it into a more usable format. They solve business-related problems using data-driven techniques. They work with a variety of programming languages, including Statistical Analysis System (SAS) and Python. They look for patterns in data, as well as spot trends that can help businesses. They use the most powerful programming systems and the most efficient algorithms to solve problems.

For one to become a Data and Analytics Specialist, they have to have a bachelor's degree in math, statistics, and computer science. They need 0 to 2 years' experience in data and analysis. Specialisations in this area include one becoming a Data Scientist.

* Please note that this is not an exhaustive list of occupations and specialisations that exist in the MICT sector. For more information, please consult the MICT SETA.

THE TOP TEN SECTOR PRIORITY OCCUPATIONS WITHIN THE MICT SECTOR

OFO Code	Occupation	Specialisation/ Alternative Title	Possible Programme
2019-251201	Software Developer	Software Architect	- Bursary (diploma) - Bursary (degree) - Internship - MCSD certification - Scrum certification
		Information Architect Software	
		Software Designer	
		Software Engineer	
		ICT Risk Specialist	
2019-252301	Computer Network and Systems Engineer	Computer Systems/Service Engineer	- Bursary (diploma) - Bursary (degree) - Internship - CISCO certification - CompTIA Network+ certification
		Systems Integrator	
		Computer Systems Integrator	
		Network Engineer	
		Communications Analyst (Computers)	
		Systems Engineer	
		Network Support Engineer	
		ICT Customer Support Officer	
		Network Programmer/Analyst	
		Computer Network Engineer	
2019-251101	ICT Systems Analyst	Computer Analyst	- Bursary (diploma) - Bursary (degree) - Internship - MCSA certification - MCSE certification - Work Integrated Learning
		ICT Systems Contractor	
		ICT Systems Coordinator	
		Capacity Planner Computing	
		LAN / WAN Consultant/Specialist	
		ICT Systems Architect	
		Systems Programmer	
		Internet Consultant/Specialist	
		ICT Systems Consultant	
		ICT Business Systems Analyst	
		ICT Systems Specialist	
		ICT Systems Advisor	
		ICT System Designer	
		ICT Systems Strategist	

2019-242101	Management Consultant (Business Analyst)	Management Consulting Specialist	- Bursary (diploma) - Bursary (degree) - IIBA certification Business Analysis Body of Knowledge (BABOK) - Work Integrated Learning
		Superannuation Transitions Specialist	
		Technology Development Coordinator	
		Operations Analyst	
		Service Solutions Project Manager	
		Small Business Consultant/Mentor	
		Capital Expenditure Analyst	
		Commercial Analyst	
		Corporate Planner	
		Farm Management Consultant	
		Business Coach	
		Financial Systems Advisor	
		Resource Development Analyst	
		Purchase Advisor	
		Business Support Project Manager	
		Strategic Developer/Facilitator	
		Business Consultant	
		Management Reporting Analyst	
		Business Turnaround Management Consultant	
		E-commerce Programme Manager	
2019-252901	ICT Security Specialist	Internet Security Architect/Engineer/Consultant	- Bursary (diploma) - Bursary (degree) - Internship - CompTIA Security+ certification - CISSP certification - Work Integrated Learning
		Security Administrator	
		ICT Security Architect	
		Database Security Expert	
		Information Technology Security Manager	
2019-251301	Multimedia Specialist	Digital Media Specialist	- Degree/Diploma/National Certificate - Work Integrated learning - Internship - Learnership - Skills programme
		Multimedia Developer	
		Graphical Programmer	
		Computer Games Programmer	
		Multimedia Programmer	
		Animation Programmer	

2019-251202	Program-mer Analyst	Software Configuration/Licensing Specialist	- Bursary (diploma) - Bursary (degree) - Internship - Work Integrated Learning
		Designer (Hardware – Digital/Software)	
		Architect (Applications/Call Centre/Computing/Desktop/E-commerce)	
		Education Systems Coordinator	
		Computing (Development/Field) Engineer	
		Cross Enterprise Integrator	
		Engineer (Applications/Content/IT/Software/Systems/WAN)	
		Architect (Enterprise/Internet/IT/Network/Software/Unix/Web)	
		Database Designer	
2019-251203	Developer Program-mer	ICT Developer	- Bursary (diploma) - Bursary (degree) - Internship - MCSD certification
		ICT Programmer	
		Applications Developer	
2019-133102	ICT Project Manager	ICT/IT/Computer Service Manager	- Bursary (degree) - Bursary (diploma) - Internship - Learnership - Skills programme - PRINCE2 certification
		ICT/IT/Computer Marketing Executive	
		ICT/IT/Computer Support Manager	
		Hardware Development Manager	
		ICT Project Director	
		ICT/IT/Computer Operations Manager	
2019-243403	ICT Sales Represen-tative	Computer Consultant	- Bursary (national certificate) - Short programme - Internship
		Computer Software Support Consultant	
		Computer Systems Consultant	

Source: MICT SETA SSP, 2022/23

CAREER PROGRESSION IN THE SECTOR

Clear career goals and objectives are fundamentally necessary for advancing in one's chosen career path. These goals should be created to reflect both short-term and long-term career aspirations and objectives. Within the MICT sector, there are three forms of career progression:

Traditional career path

This often begins with an entry-level role such as working as a helpdesk operator as a student or recent graduate before undertaking further training in a specialist area to become a network or database administrator. An operations manager position might follow, or even becoming the Chief Information Officer of a large corporation. Each progression has a higher level of responsibility usually accompanied by an increase in income and or benefits.

Undertaking a range of roles within One Organisation or Industry

This career path suits people who prefer a varied career over moving into management roles. It also enables people who enjoy working for a particular organisation, field or industry (e.g. banking and finance, environmental engineering) to maintain their interest and keep learning. Sometimes this career progression takes people out of the ICT area altogether as they find other activities that incite their passion. A detailed example may include a person who works in support or might spend time as a trainer, researcher, technical writer or project manager.

Developing a specialisation

Becoming an expert in a particular area requires a clear vision and focus. This may be in fields such as sound production in film. Professionals in such fields become highly valued and are often highly rewarded for their knowledge and expertise. Their job description may include constant travel around the world. However, individuals should be aware of the changing labour markets as such information may help one stay abreast of careers that are saturated or no longer a prerequisite in the chosen industry.

MICT SECTOR SUCCESS STORIES

MICT SETA 4IR Centre of Excellence At Durban University of Technology

The MICT SETA has provided funding to establish and sustain a Centre of Excellence for 4IR Postgraduate student training at Durban University of Technology. Twenty (20) postgraduate students have been afforded bursaries to accelerate the enormous demand for digital and smart-technology based industries in South Africa.

The Centre of Excellence boasts state-of-the-art equipment and adorns high-tech laboratories for IoT and Robotics. In addition, there are fully equipped computer laboratories to support postgraduate research in IoT, drone-based computing systems, robotics programming, and computing networks.

The SETA plans to establish Centres of Excellence across South African tertiary institutions that are at the cusp of innovations and are developing systems to be labour ready for the modern economy.

CHECKING FOR AND CHOOSING ACCREDITED TRAINING PROVIDERS

There are a few important points one needs to stay alert of when intending to enroll for a course, especially with regards to colleges. With the start of every new year there are bogus colleges that advertise themselves as accredited institutions with SETAs when they are not. It is important to be cautious. This simply means one has to verify the education institution with the relevant SETA body (in this case the MICT SETA).

In the past, learners used to enter into training programmes and come away with certificates that are not recognised by major corporations within the sector.

The courses are often offered by service providers/fly-by-night education institutions, and it affects the learners greatly as the qualifications obtained have no value and are not recognised by employers.

There are processes in place to verify training providers to improve quality assurance. Individuals can check with the MICT SETA to find out if the training provider is accredited, asking for an accreditation letter and number. The relevant email address to verify the details of an institution is as follows: accreditation@mict.org.za.

How do I choose an accredited training provider to avoid being scammed?

MICT SETA OPPORTUNITIES

LEARNERSHIPS

What is a Learnership

A learnership is a work-based education and training programme that is linked to a qualification registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA).

Learnerships are occupationally directed programmes that consist of both structured theoretical learning and practical workplace experience.

With the emergence of 4IR as a change driver, the sector offers a variety of learnerships that respond to the demand. Examples of this include Drone Piloting.

What are the benefits of learnerships?	Learnerships help the industry to:
• They provide easy access to practical learning. • They increase access to employment opportunities. • They assist in career-pathing and self-development. • They provide a monthly stipend to learners while they learn. • They lead to the acquisition of a formal qualification. • They serve as an entrance into the industry for unemployed learners.	• Become competitive in the global market. • Build a pool of skilled, qualified and more professional workforce. • Develop their people to world-class standards.

How to apply for a learnership?

Although the SETA facilitates the recruitment and implementation of learnerships, the responsibility lies with the employer, the service provider and training provider to recruit learners. For more information on MICT SETA accredited learnerships, please visit our website or contact Sandile Mkhize at Sandile.Mkhize@mict.org.za.

The MICT SETA encourages stakeholders who are implementing learning programmes to search for candidates on the MICT SETA placement database. To upload CVs and view a list of MICT SETA registered learnerships programmes, go to the MICT website at www.mict.org.za.

INTERNSHIPS

What is an Internship?

An Internship is a programme designed to give university and TVET college graduates an opportunity to extend their academic qualifications through structured workplace exposure and specialised training. Participants are placed on a full-time basis for a period of eight to twelve months in stakeholder companies and government organisations. The purpose of an Internship is to provide the learner with workplace experience that builds on their qualifications.

The MICT SETA utilises the concept of Internships to fast track high level skills, to offer much needed work experience to unemployed graduates and to empower graduates with practical knowledge commensurate with their qualification.

In summary, an Internship focuses on practical training. The employer determines the duration and content of the Internship so it can vary greatly, and the specific outcomes are not defined or regulated as in the case of Learnerships. Internships are ideal for graduates or those with tertiary qualifications but who lack experience. The primary benefit for the graduate learner includes obtaining 'real world' workplace experience.

Why Internships?

- To fast track high level skills.
- To empower graduates with practical knowledge leveling with qualifications.
- To offer unemployed graduates with needed work experience.

For more information on the internship programme, please contact Andiswa Mpi at Andiswa.Mpi@mict.org.za.

SKILLS PROGRAMMES

What is a Skills Programme?

A skills programme is a set or cluster of unit standards gathered or combined to form a short programme bearing credits on the National Qualifications Framework (NQF).

Why Skills Programmes?

Skills programmes are often implemented to meet the needs of the employer to enhance employees' knowledge for a particular skill. Skills programmes can culminate into qualifications when interested learners continue to pursue the completion of the remaining unit standards. Training is offered by an accredited provider.

At the end of training, learners receive a Statement of Results. Like the Learnerships, Skills programmes are implemented by employers for both employed and unemployed learners.

VENDOR SPECIFIC PROGRAMMES

What is a Vendor Specific Programme?

The Vendor Specific Programmes are short courses that are industry centered and based on international exams.

Why Vendor Specific Programmes?

These programmes are designed to meet the global technological advancement in specific multinational companies or in some local business units who use such technologies for operation. For more information on short courses please contact Zimasa Simayi at Zimasa.Simayi@mict.org.za.

SOME MICT-RELATED QUALIFICATIONS

University	Programme	Career Prospects/Job Roles
University of Cape Town	Bachelor of Science majoring in:	• Software developer
	• Business Computing	• Network Technician
	• Computer Engineering	• Computer Systems Administrator
	• Computer Games	• Web Technician
	• Development	• ICT systems analyst
	• Computer Science	
University of the Witwatersrand	Bachelor of Arts majoring in:	• Scriptwriter
	• Drama	• Copywriter
	• Film and Television	• Multimedia Specialist
	• Journalism	• Film and Video Editor
University of Johannesburg	Bachelor of Engineering majoring in:	• IT Manager
	• Electronic Engineering	• IT Project Manager
	• Computer Engineering	• Chief Information, Officer
		• Business Analyst
		• Intelligence Analyst
		• Business
University of KwaZulu-Natal	BA Honours in:	• Editor
	• Film and Documentaries	• Director
	• Media and Communication	• Journalist
	• Development and Communication	• Content Producer
		• Communication Specialist

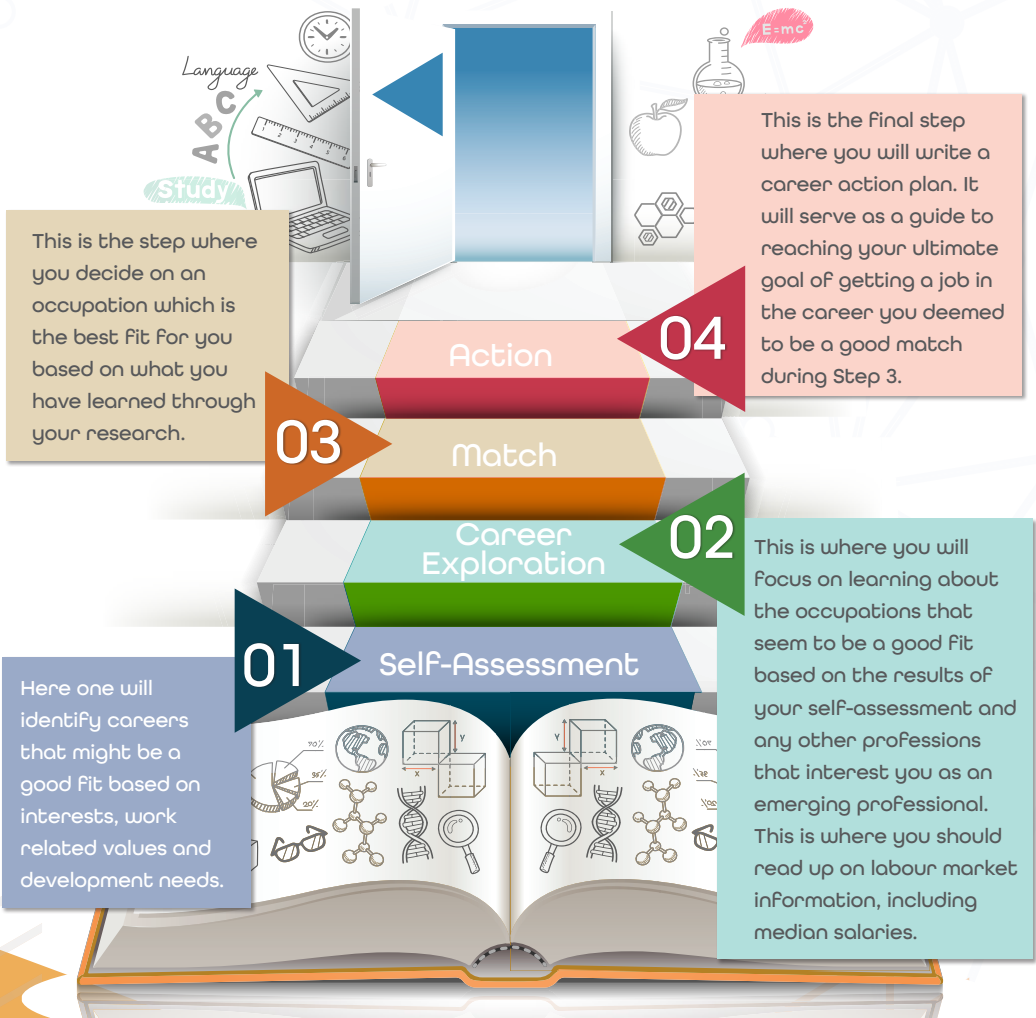|		
University of Pretoria	Bachelor of Engineering majoring in:	• Developer
	• Electronic Engineering	• Programmer
	• Computer Engineering	• Software Developer
		• Telecommunications Technologist
		• Electronic Engineering Technician
		• Computer Network Technician
Vega School of Brand Leadership	Bachelor of Commerce majoring in:	• Brand Strategist
	• Strategic Brand Management	• Art Director
	• BA Creative Brand Communications	• Brand Auditor
		• Digital Marketing Strategist
IMM Graduate School	• Diploma in Marketing Management	• Customer Service Representative
	• Bachelor of Business Administration In Marketing Management	• Consulting Media Strategist
	• Bachelor of Commerce in Marketing and Management Science	• Media Strategist
		• Public Relations Officer
Red and Yellow School	Diploma in:	• Campaign Coordinator
	• Marketing & Advertising Communications	• Graphic Designer
	• Art Direction Diploma Graphic Design	• Social Media Coordinator
	• Copywriting	• Digital Marketer
AAA School of Advertising	Bachelor of Arts in:	• Advertising Media Planner
	• Marketing Communication	• Advertising Creative
	• Creative Brand Communication	• Advertising Account Planner
		• Radio Producer
Central Johannesburg TVET College	Diploma in:	• Telecommunications Technician
	• Electronic Engineering	• Computer Network Technician
	• CCNA 1- 4	• Systems Administrator
		• Electronic Engineering Technician

* Please note that this is not an exhaustive list of all qualifications appropriate for employment in the MICT sector. For more options, please consult the websites of institutions listed at the end of the guide.

PLANNING YOUR CAREER

Professionals in the field advise emerging professionals to choose careers wisely. Choosing a career is about more than deciding what to do to make a living. It is about knowing which skills are scarce and critical in a respective field.

Experts in the field define Scarce and Critical Skills (Sector Priority Occupations) as an absolute or relative demand, current or future, for skilled, qualified and experienced people to fill particular roles/professions, occupations or specialisations in the labor market.

There are 4 steps to career planning:

This is the step where you decide on an occupation which is the best fit for you based on what you have learned through your research.

This is the final step where you will write a career action plan. It will serve as a guide to reaching your ultimate goal of getting a job in the career you deemed to be a good match during Step 3.

04

Action

03

Match

Career Exploration

02

This is where you will focus on learning about the occupations that seem to be a good fit based on the results of your self-assessment and any other professions that interest you as an emerging professional. This is where you should read up on labour market information, including median salaries.

01

Self-Assessment

Here one will identify careers that might be a good fit based on interests, work related values and development needs.

GETTING THERE; PREPARING YOUR CV AND LANDING THE JOB

Preparing your CV

Professionals advise that a CV stands as your own personal 'brochure' when introducing yourself to a prospective employer. It needs to highlight your unique selling points in such a way that a prospective employer cannot wait to meet you.

It should be concise, accurate, and truthful and tailored to the position you are applying for and importantly should be free from spelling and grammatical errors.

Keep it simple and uncluttered. Use headings and bullet points to assist the reader. Do not add a photo or a border. Stick to one font that is clean (Times New Roman, Arial or Verdana are recommended with a font size of 10 – 12).

If the industry you wish to enter is artistic you may want to be more creative but make sure that it still serves as the ultimate document to market your skills, experience and overall suitability to a role. Below are the steps to writing a CV:

Developing your CV

Think about the Format
Design a format that makes your CV easy to read (i.e. clear font/size/colour) with headings that stand out and lots of dot points.

Make sure you include your name and contact details front and centre on the first page with a summary in the header/footer of each page of the document.

Introductory Statement
In this section you make a defining statement that tells the reader who you are, what you are good at and/or passionate about and what you aspire to – preferably in relation to the job on the table (and this may change with every application you submit).

Education & Training
In this section you summarise your formal education and training (or technical skills). If you hold any post school qualifications then list them. There is no hard and fast rule for how you present your qualifications but, it is usually from the highest to the lowest, however, if you want to highlight a qualification for this job then start with that.

Key Skills Summary
In this important section you need to list all the things you are good at (and that relate to the job) for example you might be:
• Highly motivated, an experienced people's person.

Career History (If you have already worked)
This section is often neglected in the CV or it is overdone with way too much detail. Your career history needs to be chronological with no obvious gaps commencing with the most recent position first.

Personal statement
This is optional and gives a potential employer a bit of an insight into you as a person. It often depends on the job and here you might want to say something about your personal interests and/or passions.

Referees
You should never supply referee details with an initial CV/job application. Instead a sentence that notes that referees will be supplied upon request is all that is required here.

LANDING THE JOB

01

The job hunt

At this stage individuals will consult with different sources trying to find available job opportunities.

At the early stages of your career a few job search engines will include;

www.Careerjunction.co.za | www.thejobsportal.co.za
www.puffandpass.co.za | www.indeed.co.za.

02

The interview and preparation

When it comes to the interview, adequate preparation is of paramount importance. You must ensure that you thoroughly research the company, this includes finding out more about the position that is on offer.

As a starting point it is important to carefully go through the job specifications which will serve as a good guide when considering what is required of you as a potential incumbent.

03

First impressions

"First impressions count". These are words that professionals keep in mind. It is always appropriate to dress up smartly when going for an interview, preferably no distracting colors (black and white preferably). One has to be clear when responding to questions and always maintain a good eye contact.

04

First day at the job

There are a number of critical aspects that one needs to consider on a first day at a new job:

- Dress appropriately
- Request induction information
- Ask relevant questions (especially when in doubt).
- Familiarise yourself with all aspects of your new year.

SOUTH AFRICAN UNIVERSITIES AND UNIVERSITIES OF TECHNOLOGY

Province	Institution	Financial Aid Contact Details
Eastern Cape	Rhodes University	046 6038 248
	Nelson Mandela Metropolitan University	041 5043 182
	University of Fort Hare	040 6022 282
	Walter Sisulu University	043 7029 359
Free State	Central University of Technology	051 5073 375
	University of the Free State	051 4019 160
Gauteng	Tshwane University of Technology	012 3824 149
	Vaal University of Technology	016 9509 484
	University of Johannesburg	011 5593 575
	University of Pretoria	012 4202 389
	University of the Witwatersrand	011 7171 081
KwaZulu-Natal	Durban University of Technology	033 8458 890
	Mangosuthu University of Technology	031 9077 189
	University of KwaZulu-Natal	031 2607 839
	University of Zululand	035 9026 307
Limpopo	University of Limpopo	015 2682 405
	University of Venda	015 9628 421
Mpumalanga	University of Mpumalanga	013 0020 001
North West	North-West University	018 2992 045
Northern Cape	Sol Plaatje University	053 8075 300
Western Cape	Cape Peninsula University of Technology	021 9596 594
	University of Cape Town	021 6502 125
	University of Stellenbosch	021 8089 111
	University of the Western Cape	021 9599 753
National	University of South Africa	011 4712 366

Disclaimer: Please note that all institution information contained in the above table is deemed to be true and correct. The MICT SETA cannot accept any liability for any incorrect information published on the internet and/or on various websites by the respective institutions, nor can it accept any liability for any incorrect information made available to the MICT SETA.

PUBLIC TVET COLLEGES

| Province	Institution	Financial Aid Contact Details
Eastern Cape	Buffalo City TVET College	043 7049 218
	Eastcape Midlands TVET College	041 9952 000
	King Hintsa TVET College	047 4016 400
	Lovedale TVET College	043 6421 331
	Port Elizabeth TVET College	041 5857 771
Free State	Flavius Mareka TVET College	016 9760 815
	Goldfields TVET College	057 9106 000
	Maluti TVET College	058 7136 100
	Motheo TVET College	051 4069 330
Gauteng	Central Johannesburg TVET College	011 4841 388
	Ekurhuleni East TVET College	011 7364 400
	Ekurhuleni West TVET College	086 1392 111
	Sedibeng TVET College	016 4226 645
	South West Gauteng TVET College	011 5278 300
	Tshwane North TVET College	012 4011 941
	Tshwane South TVET College	012 4015 021
	Western College for TVET	011 6924 004
KwaZulu-Natal	Coastal TVET College	031 9057 200
	Elangeni TVET College	031 7166 700
	Esayidi TVET College	039 3181 433
	Majuba TVET College	034 3264 888
	Umfolozi TVET College	035 9029 503
	UMgungundlovu TVET College	033 3412 101
Limpopo	Lephalele TVET College	014 7632 252
	Letaba TVET College	015 3075 440
	Mopani South TVET College	015 7815 721
	Sekhukhune TVET College	013 2690 278
	Vhembe TVET College	015 9633 156
	Waterberg TVET College	015 4918 581
Mpumalanga	Ehlanzeni TVET College	013 7527 105
	Gert Sibande TVET College	017 7129 040
	Nkangala TVET College	013 6901 430

North West	Orbit TVET College	014 5928 461
	Taletso TVET College	018 3842 346
	Vuselela TVET College	018 4067 800
Northern Cape	Northern Cape Rural TVET College	054 3313 836
	Northern Cape Urban TVET College	053 8392 000
Western Cape	Boland TVET College	021 8867 111
	College of Cape Town for TVET	021 4046 700
	False Bay TVET College	021 0030 600
	Northlink TVET College	021 9709 000
	South Cape TVET College	044 8840 359
	West Coast TVET College	022 4821 143

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NOTES

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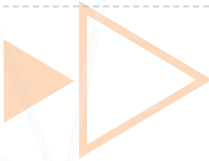
Regional Offices

Cape Town | The Boulevard Office Park
Block B, Ground Floor | Searle Street
Woodstock | Cape Town
Tel: 021 461 3926 | Fax: 021 461 3939

East London
12 Esplanade, Quigney, East London
PO Box 877 | East London, 5201
Tel: 043 726 0763 | Fax: 043 726 0709

Kwazulu Natal | Durban Bay House
4th Floor | 333 Anton Lembede Street
PO Box 763 | Durban, 4000
Tel: 031 307 7248 | Fax: 031 307 5842

Satellite Office, Klerksdorp | Vuselela
TVET College | Jourberton Centre For
Engineering Studies | 11900 5th Street,
Jourberton Township
Tel: 010 003 5506

Head Office

Physical Address: 19 Richards Drive
Gallagher Convention Centre
Block 2, Level 3 West,
Halfway House, Midrand

Postal Address: PO Box 5585
Halfway House, 1685, Gauteng

Tel: +27 11 207 2600/3
Fax: +27 11 805 6833

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