

CareerTALK @HWSETA

Updated: January 2019



A Brief Look at the HWSETA

Skills development is a national priority in South Africa and a critical factor to the future success of the country. Meeting South Africa's skills needs requires input from numerous public and government institutions, as well as private organisations, no matter how big or small.

South Africa's economy is divided into functional sectors that are all represented by one of the 21 Sector Education Training Authorities (SETAs). In short, SETAs exist to drive skills development and act as advisory bodies on the education and training requirements of the sector they are appointed to serve.

The Health and Welfare Sector Education Training Authority (HWSETA) is responsible for the education, training and skills development requirements of the health and social development sectors, as well as the veterinary sector. When we talk about skills development, it's about changing people's lives, about enhancing their employability and about aligning skills to our economy.

The health and social development sectors can be described as 'personal services industries' where services are both resource and time intensive. Effective delivery of these services depends on the availability of human resources with the appropriate skills. The growing demand for health and social development services and the introduction of changes in the way these services are delivered to the public drive demand for the right type of skills and currently demand continues to outstrip supply.

Main Functions of the HWSETA

- Development of the Sector Skills Plan for health, social development and veterinary sectors
- Skills development planning, programmes and initiatives
- Allocation of grants to companies
- Monitoring of education and training in the sector
- Identification of workplaces for practical work experience
- Support and facilitate the implementation of the National Skills Development Strategy
- Provision of opportunities for new entrants to the labour market to gain work experience
- Improvement of employment prospects for previously disadvantaged persons through education and training
- Provision and regulation of employment services
- Promotion of the employment of disabled persons

Our Vision

The creation of a skilled workforce for the health and social development needs of all South Africans.



Our Mission

The Health and Welfare Sector Education and Training Authority (HWSETA) endeavours to create an integrated approach to the development and provision of appropriately skilled health and social development workers, to render quality services comparable to world-class standards.



BE WARNED!

Unscrupulous operators that are not accredited with the relevant SETA and/or offer courses that are not accredited are a massive problem in South Africa and the result is that many people have lost hard earned money. Unaccredited training providers and courses will result in a qualification that is not recognised.

It is vitally important that you check the accreditation status of a training provider before signing up. Contact the relevant Sector Education and Training Authority (SETA) to check the accreditation status of the training provider and the courses that they are accredited to offer.

Refer page 14 for a list of all the SETAs in South Africa.



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Health and Welfare Sector
Education and Training Authority
HWSETA

Your Life Your Career



Choices...
Choices...
Choices...

Yes? No? Don't I?
Maybe? Maybe
Not? Chicken?
Beef?

From a young age – you will be faced with choices, and this will be the case for the rest of your life. Some choices you make are going to be more critical and have a greater impact on your life than others. One such choice is that of your chosen career after you have completed your schooling.

Whilst there are literally hundreds of career options available to one and should in theory be a relatively simple task – it does come with complications. First of all – don't panic! Approach it as you would anything new – one step at a time. And remember... you are not alone.

The purpose of this brochure is to provide you with some of the basic information you require to get you started on deciding exactly what it is you want to do with your future. The word 'research' comes up often in this brochure, because research results in knowledge, and knowledge enables you to make an informed choice.

Good luck!

#fact
Start working hard from the very first day of high school. Consistent effort will pay off in the end.

Recognised Qualifications

in South Africa

Degree? Undergrad studies?
Postgrad studies? NQF Level?
Diploma?

Pretty confusing? It is! But once again, research is important. In a nutshell, the following recognised qualifications are available in South Africa.

Degrees

A degree takes three to four years to complete and is offered by universities. These are referred to as undergraduate degrees and may be followed by postgraduate qualifications such as Honours, Masters or Ph.D.

National Diplomas

A National Diploma, that combines both theoretical and practical training takes three years to complete and is offered by a University of Technology. After obtaining a National Diploma, students may enrol for a Bachelor of Technology degree that takes a year to complete.

Diplomas

Diploma qualifications are offered by an accredited higher education provider. The duration of the courses vary according to the field(s) of study.

Certificates

A certificate takes one year or less to finish at further or higher education level and is offered by an accredited provider.

Where to get Career Advice?

We have already mentioned that...
... research is important
... you are not alone

Knowledge is important to help you make an informed decision about your chosen career path. You're probably wondering where you can go to get assistance. Read on ...

Guidance/ Life Orientation Teacher

Most high schools have a guidance or life orientation teacher who is appointed to aid you with career choices and life planning. These teachers usually build up a collection of career information and brochures you can access and peruse. If your school doesn't have a guidance or life orientation teacher then talk to your school principal for career advice.

National Career Advice Portal (NCAP) An Initiative of the Department of Higher Education and Training

NCAP is an integrated online self-help career information portal specifically designed to assist you to make informed study choices and career decisions.

The portal contains information on occupations, learning pathways, public further and higher education institutions and the qualifications that they offer. There is also an interactive questionnaire designed to assist you to identify your strengths, interests and possible career avenues to pursue.

Universities and TVET Colleges

Universities, as well as Technical and Vocational Education and Training (TVET) Colleges have dedicated student support units and career counseling centres. Professional counselors are available

to assist, as well as administer special personality tests and vocational interest surveys. See page 4 for a list of the TVET Colleges in South Africa and then on page 5 you will find a list of Universities and Universities of Technology.

Consider Job Shadowing

Job shadowing is an experience where you get to learn about a specific job by shadowing a competent worker on atypical work day. You can witness the work environment, occupational skills in practice and the value of professional training first-hand. Job shadowing is designed to increase career awareness, help model student behaviour through examples and reinforce the link between classroom learning and operating in the workplace.

Completing Career Questionnaires

Career questionnaires ask you about your interests to help identify which career areas might be the best fit for you. Based on activities you enjoy, your personal

qualities and school subjects you like, the questionnaire ranks the career clusters you may find most fulfilling. At the end of these questionnaires, you will receive a list ranking all the career areas with scores based on your answers. The higher the score, the more likely you are to enjoy a career in that area.



Career Guidance Events

If you get the opportunity to attend a career guidance exhibition, either through your school or on your own steam, go for it! Career guidance events are another valuable means of gathering information.



NCAP's contact details are:

Helpline Telephone Number: 086 999 0123
Helpline SMS/ Text Message: 072 204 5056
Email: careerhelp@dhet.gov.za
Mobile: Mobi.careerhelp.org.za

 careerhelp
 rsacareerhelp

khetha
Make the right choice. Decide your future.

(make your choice a smart one!)

Choosing the right subjects

For centuries mankind has pondered: What came first? The egg or the chicken? The bottom line really is they are both dependent on each other. This same concept applies to your subject choice in Grade 9 and what you decide to study after school – they are both very dependent on each other.

Deciding what subjects to take at the end of Grade 9 is an important life decision, but not too many young people are entirely sure in Grade 9 what they want to do when they are finished school.

So now what?

There is no magic formula, what is important though is that at the start of Grade 9 (even during Grade 8), you start thinking about possible career choices. Take some time to ponder these questions. They may help in guiding you:

- What drives you?
- What do you enjoy doing?
- What sort of personality do you have?
- What subjects do you enjoy at school?
- Are you artistic/creative? or maybe methodical/logical?
- Do you enjoy working with people?
- Do you prefer working alone or in a group?
- Do you enjoy working with your hands?
- Is there a career path that really interests you?
- What job opportunities exist for people in the career/s that interest you?

The way in which you answer these questions will start giving you some direction – but it is important that you discuss the matter with your parents, teachers at school and even talk about it with your friends.

#fact
Research! Research!
Knowledge is Power!

The Importance of Pure Maths and Physical Science

Did you know?

- Our world is ever changing and today we rely on mathematics in ways we could not imagine thirty years ago
- Mathematics touches every part of our lives
- A strong background in pure mathematics can assist you in entering your chosen course of study
- Pure mathematics is a prerequisite for many fields of study such as engineering, natural science, information technology and medicine
- Many of the fastest growing occupations today are related to pure mathematics
- Pure mathematics will train you to think logically, critically and analytically
- Maths literacy is not an alternative to pure mathematics

A couple of compelling reasons to seriously consider taking pure mathematics to Grade 12 wouldn't you say?

But ... the prospect of pure maths is one that terrifies many young people. It's a no brainer really. If you are good at maths or believe you can pass it through sheer hard work and determination, then you really should consider taking it as a subject in Grade 10. It can only benefit you in the future.

Pure Mathematics vs Maths Literacy

Maths literacy is about using mathematical skills and principles in the real world, whereas pure mathematics focuses on the discipline of mathematics. In pure mathematics, applications are important but are not always exhibited in real-life contexts. Pure mathematics content is expanded on as you progress from year to year.

Maths literacy is not an alternative to a higher grade or standard grade maths, it is a distinctive subject that uses mathematical concepts and applies them to everyday situations.

Maths literacy enables you to develop the ability to think numerically and to interpret and analyse everyday situations to solve some problems. It equips you to become financially responsible and mathematically literate but it will not grant access at tertiary institutions should you wish to study engineering, natural science, information technology, medicine or many other courses of study.

Scarce Skills and Your Future

A scarce skill is a specific job, in a specific industry for which there are too few qualified or available people in the labour market to meet industry demand. Scarce skills can be a result of absolute scarcity, this could be due to the fact that the job is newly emerging, or

#fact
The entrance requirements at universities can be stringent as limited spaces are available. Work hard to secure good marks, as top performing scholars stand a better chance of being accepted to their chosen course of study.

that no people have enrolled to acquire the skills required to do the job.

Why study for a scarce skill? You would ...

- contribute to the development of South Africa
- be more employable
- likely be paid a higher salary (depending on the job of course)
- progress more quickly

Peruse the list of careers on the Department of Higher Education and Training's National Career Advice Portal (NCAP) for details on careers that are considered 'scarce skills'. Visit <http://ncap.careerhelp.org.za/occupations>

#fact
Some fields of study require a pass in pure mathematics and maths literacy will not suffice.




With pure mathematics and physical science, you are more likely to understand charts or formulas without having to read journals upon journals trying to make sense of it all. Pure mathematics and physical science will train you to think logically, critically and analytically.

How to Prepare for Tests and Examinations

Preparing for tests and exams strikes fear in many people. Admittedly, it is daunting, but if you use the following tips, you stand a much better chance of success.

- Don't cram the night before a test or exam. Work steadily in advance. If you have a lot of work to cover, prepare a schedule and stick to it.
- Regular exercise is scientifically proven to improve memory retention, increase energy levels and fight stress. So get moving.
- Your body requires proper nutrition to work effectively. Try eat as healthy a diet as possible.
- Your brain needs 7 – 8 hours of sleep a night to function normally. Make sure you factor in sufficient sleep to your schedule.
- Aim to study in an area that is quiet and free from interruptions
- Review previous tests, exams and assignments

Following these simple tips will go a long way towards doing well in your tests and exams. What's more, these skills learnt in high school will help a great deal during tertiary studies.



Where to study

In South Africa, there are three main institutions where you can study after you leave school; universities, universities of technology and TVET colleges.

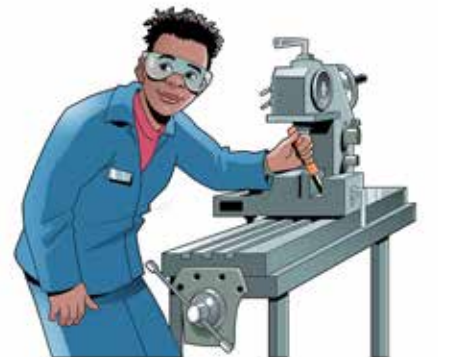
Recently, community colleges have been added for people who did not finish school. Understanding the difference between these institutions can make choosing what you want to study and where much easier.

Universities

Universities offer degree courses that take a minimum of three to four years to complete. Entrance requirements for courses vary greatly and can be quite specific. You will need to have completed the National Senior Certificate (matric) with good marks, particular subject choices and you may also need to meet a list of specific requirements to gain entrance to a university. University courses focus on theoretical training in a specialised field. The longer you study, the more specialised the field becomes; once you have completed your degree you can continue studying and earn a postgraduate level of study (Honours, Masters and Doctorate).

TVET Colleges

TVET is an abbreviation for Technical and Vocational Education and Training. Training at TVET colleges varies from a few months to three years and students generally receive a certificate at the end of a three-year course. The focus is on educating and training students to work in technical or vocational fields. Students who have completed their studies may (in some cases) be able to continue their studies at a University of Technology. The focus of TVET colleges is to provide students with not only the academic knowledge, but also the practical experience to enter the workforce as quickly and as well-equipped as possible.



TVET Colleges offer National Certificates Vocational (NCV) 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 are able to cater to approximately 650 000 students

An NCV qualification provides both theory and practical experience in a particular field, and takes three years to complete. An NCV level 4 and a National Senior Certificate are both NQF level 4 qualifications, but the NCV qualification is more closely aligned to the workplace.

Some fields of study in which you can achieve an NCV qualification are finance, economics and accounting, engineering and related design, civil engineering and building

Universities of Technology

Universities of Technology offer mainly diploma and certificate courses, but also offer degree courses. Entrance requirements vary depending on the course that you want to take. A University of Technology places emphasis on innovative problem-solving and career-directed courses, in addition to the basic responsibilities of a university. The courses are designed to be career-orientated and practical, with experiential learning forming part of the courses. Refer to page 26 for a list of universities and universities of technology in South Africa.

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 in an NCV level 2 qualification. Each of these qualifications also has other entry requirements, for example, mathematics at Grade 9 level is required for entry into engineering related courses.

NATED qualifications are offered in a variety of areas such as business management, mechanical engineering and others. These qualifications are also theoretical components of the apprenticeship training programmes. They are offered per semester or trimester, giving you the opportunity to apply at various times during the year.



Private Higher Education Institutions

There are a wide range of Private Higher Education institutions that offer a selection of higher education qualifications ranging from certificates and diplomas to degrees.

Private Colleges

There are also many private colleges that offer different qualifications.



TVET colleges

Province	College	Contact Details
Eastern Cape	Buffalo City TVET College	043 049 9201www.bccollege.co.za
	Eastcape Midlands TVET College	041 995 2000www.emcol.co.za
	Ikhala TVET College	045 838 2593www.ikhalacollege.co.za
	Ingwe TVET College	0392550346www.ingwecollege.edu.za
	King Hintsa TVET College	0474913722www.kinghintsacollege.edu.za
	King Sabata Dalindyebo TVET College	047 5360 923/4www.ksdcollege.edu.za
	Lovedale TVET College	043 642 1388www.lovedalecollege.co.za
Free State	Port Elizabeth TVET College	041 585 7771www.pecollege.edu.za
	Flavius Mareka TVET College	016 976 0815/29www.flaviusmareka.net
	Goldfields TVET College	057 392 1027www.gfc.za.net
	Maluti TVET College	058 713 3048/6100www.malutifet.org
Gauteng	Motheo TVET College	051 406 9300www.motheotvet.co.za
	Central Johannesburg TVET College	011 484 1388www.cjc.co.za
	Ekurhuleni East TVET College	011 730 6600www.eec.edu.za
	Ekurhuleni West TVET College	011 876 6958www.ewc.edu.za
Kwa-Zulu Natal	Sedibeng TVET College	016 422 6645www.sedcol.co.za
	South West TVET College	011 984 1260www.swgc.co.za
	Tshwane North TVET College	012 323 8623www.tnc4fet.co.za
	Tshwane South TVET College	012 660 8581www.tsc.edu.za
	Western TVET College	011 693 3608www.westcol.co.za
	Mthashana TVET College	034 980 1010www.mthashanafet.co.za
	Thekwini TVET College	031 250 8400www.thekwinicollege.co.za
	Umfolozi TVET College	035 902 9503www.umfolozicollege.co.za
	Umgungundlovu TVET College	033 341 2100www.ufetc.edu.za
	Coastal TVET College	031 905 7000www.coastalkzn.co.za
	Elangeni TVET College	031 716 6700www.efet.co.za
	Esayidi TVET College	039 318 1433www.esayidifet.co.za
Limpopo	Majuba TVET College	034 318 2021www.majuba.edu.za
	Mnambithi TVET College	036 638 3800www.mnambithicollege.co.za
	Mthashana TVET College	034 980 1010www.mthashanafet.co.za
	Thekwini TVET College	031 250 8400www.thekwinicollege.co.za
	Umfolozi TVET College	035 902 9503www.umfolozicollege.co.za
	Umgungundlovu TVET College	033 341 2100www.ufetc.edu.za
	Capricorn TVET College	015 297 8367www.capricorncollege.co.za
	Lephalale TVET College	014 763 2252www.lephalalefetcollege.co.za
	Letaba TVET College	015 307 5440www.letabafet.co.za
	Mopani South East TVET College	015 781 5721www.mopanicollege.edu.za
Mpumalanga	Sekhukhune TVET College	013 269 0278www.sekfetcol.org
	Vhembe TVET College	015 963 3156www.vhembefet.co.za
	Waterberg TVET College	015 491 8581www.waterbergcollege.co.za
	Ehlanzeni TVET College	013 752 7105www.ehlanzenicollege.co.za
North West	Gert Sibande TVET College	017 712 9040www.gscollege.co.za
	Nkangala TVET College	013 690 1430www.nkangalafet.edu.za
	Orbit TVET College	014 592 7014www.orbitcollege.co.za
Northern Cape	Taletso TVET College	018 384 2346www.taletsofetcollege.co.za
	Vuselela TVET College	018 406 7800www.vuselelacollege.co.za
Northern Cape	Northern Cape Rural TVET College	054 331 3836www.ncufetcollege.edu.za
	Northern Cape Urban TVET College	053 839 2000www.ncufetcollege.edu.za
Western Cape	Boland TVET College	021 886 7111/2www.bolandcollege.com
	College of Cape Town for TVET	0860 103 682www.cct.edu.za
	False Bay TVET College	021 003 0600www.falsebaycollege.co.za
	Northlink TVET College	0860 065 465www.northlink.co.za
	South Cape TVET College	044 884 0359www.sccollege.co.za
Western Cape	West Coast TVET College	022 482 1143www.westcoastcollege.co.za

Universities and University of Technology

Province	Univiversity	Contact Details
Eastern Cape	Rhodes University	046 603 8248www.ru.ac.za
	Nelson Mandela Metropolitan University	041 504 3182www.nmmu.ac.za
	University of Fort Hare	040 602 2282www.ufh.ac.za
	Walter Sisulu University	043 702 9359www.wsu.ac.za
Free State	Central University of Technology	051 507 3375www.cut.ac.za
	University of the Free State	051 401 9160www.ufs.ac.za
Gauteng	Tshwane University of Technology	012 382 4149www.tut.ac.za
	Vaal University of Technology	016 950 9484www.vut.ac.za
	University of Johannesburg	011 559 3575www.uj.ac.za
	University of Pretoria	012 420 2389www.up.ac.za
	University of the Witwatersrand	011 717 1081www.wits.ac.za
Kwa-Zulu Natal	Durban University of Technology	033 845 8890www.dut.ac.za
	Mangosuthu University of Technology	031 907 7189www.mut.ac.za
	University of Kwa-Zulu Natal	031 260 7839www.ukzn.ac.za
	University of Zululand	035 902 6307www.unizulu.ac.za
Limpopo	University of Limpopo	015 268 2405www.ul.ac.za
	University of Venda	015 962 8421www.univen.ac.za
North West	North-West University	018 299 2045www.nwu.ac.za
Western Cape	Cape Peninsula University of Technology	021 959 6594www.cput.ac.za
	University of Cape Town	021 650 2125www.uct.ac.za
	University of Stellenbosch	021 808 9111www.sun.ac.za
	University of the Western Cape	021 959 9753www.uwc.ac.za
National	University of South Africa	011 471 2366www.unisa.ac.za

Universities and University of Technology

Province	Univiversity	Contact Details
Nationwide	Boston City Campus and Business College	011 551 2000www.boston.co.za
	CTI Education Group	010 595 2999www.cti.ac.za
	Damelin	0860 532 887 www.damelin.co.za
	IMM Graduate School of Marketing	011 628 2000www.immgsm.ac.za
	Inscape Design College	012 346 2189www.inscape.ac.za
	Management College of Southern Africa	0 31 300 7200www.mancosa.co.za
	Milpark Business School	021 673 9100www.milpark.ac.za
	Oval Education International	011 403 1151www.myoval.co.za
	Qualitas Career Academy	016 932 4499 www.qualitasworld.co.za
	Varsity College	012 348 2551www.varsitycollege.co.za
	Rosebank College	011 403 2437www.varsitycollege.co.za
	Vega School	011 521 4600www.vegaschool.com
Gauteng	Monash South Africa	011 950 4000www.msa.ac.za
Gauteng	Regenesys Business School	011 669 5000 www.regenesys.net
Western Cape	Cornerstone Institute	021448 0050www.cornerstone.ac.za

Funding opportunities for your studies

There are many people who would like to further their studies but due to their financial 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 students 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.

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:

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

- 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 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 a public university or TVET college; and
- Your household income is less than the annually stipulated rate

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 documents needed. The following documents must accompany your application:
- A South African Identity Document
- Proof of household income (copies of your parents’ salary slips.)
- 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
- 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:

- Explain how you’ll access the money and repay your student loan, and
- Decide whether you are financially eligible for 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 or physical address, employment details landline, cell number and email address.

For more information on NSFAS:
Tel no: 0860 067 327
Email: info@nsfas.org.za

www.nsfas.org.za
Postal address: Private Bag X1 Plumstead
7801 South Africa

University financial aid

Each university has a financial aid office that assists students with loan and bursary applications. Refer to the list of South African Universities and how to get hold of them.

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 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.

Most major commercial banks also provide services for student loans and parents can also approach the company at which they are employed for a bursary or student loan on behalf of their child.

To secure financial assistance you should consistently conduct searches via the internet and media to discover what current opportunities are available and the relevant criteria for student loans, bursaries and scholarships for the next academic year. You should talk to mentors to gain advice about financial assistance to study in a particular career field you would like to follow. Identify the professional body for that specific career field and engage them on financial assistance avenues that you can pursue.

Remember each student loan, bursary or scholarship has different terms and conditions and you must carefully weigh the advantages and disadvantages before deciding whether to apply or accept one of these opportunities. It is recommended that you do thorough research to compare different opportunities and what they offer to ensure that you meet all of the required criteria and most importantly to match your career aspirations to these opportunities.

When applying for a student loan, bursary or scholarship make sure you also do the following:

- Complete the application in full thus ensuring you provide sufficient information about yourself, your future plans, and career aspirations.
- Never submit a late application as this will automatically disqualify you from the opportunity.
- Be truthful about your financial situation. If you are not in financial distress it

will be discovered later on as all financial statements have to be submitted

- Be realistic when asked for a yearly spending budget, do not try to get more resources than actually required as you may not end up qualifying for the funding.
- There is nothing to lose, so be open, honest and transparent about the available resources you do have as it will improve your chances of gaining an opportunity you really need to secure your future.

Public Service Training Opportunities

Some government departments offer post-school education and training opportunities, 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 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:

1. Diploma in Nursing;
2. Bachelor of Nursing; and
3. 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 an 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

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, <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 opportunities on offer, this is only meant to help give you a head start as you look for employment and training opportunities after Matric.

will be discovered later on as all financial statements have to be submitted

- Be realistic when asked for a yearly spending budget, do not try to get more resources than actually required as you may not end up qualifying for the funding.

The Lowdown on L(earn)erships

A learnership is a structured learning programme that consists of a theoretical and practical component and that leads to a qualification registered on the National Qualifications Framework (NQF). A learnership provides a learner with an excellent opportunity to gain experience in the labour market while studying towards a qualification.

Learnerships are regulated by a formal contract (learnership agreement) between an employer, a learner and a training provider. This agreement must be registered with the employer’s relevant SETA. (refer pg14 for list of SETA’s)

An employer can enter into learnership agreements with existing employees or

with learners who are not employees. If the employer enters into a learnership agreement with a learner who is not an employee, the employer is not obliged to employ the learner when the learnership ends.

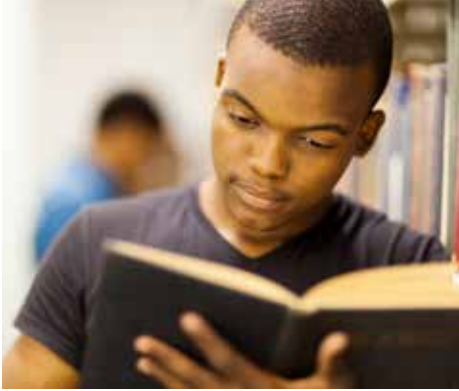
The benefits of a learnership

- The learner earns whilst he/she learns
- The programme is outcomes-based
- The learner interacts with the working environment and receives valuable practical experience
- Assessment occurs at various stages and is learner-centered i.e. it is based on the learner’s competence
- The qualification is recognised nationally

How to join a learnership if you are unemployed

- Unemployed people must register as work seekers at the Department of Labour
- Look for employers in the sectors in which you wish to obtain a learnership i.e. nursing in public and private hospitals, social auxiliary work at the Department of Social Development or Non-Government Organisations (NGOs) or social work agencies
- Prepare a concise CV and make sure that your subjects are correct for the learnership that you are interested in
- Find employers that offer learnerships
- Make contact with potential employers

by sending a concise CV (address it to the HR Department for the attention of the Skills Development Division)



HWSETA Registered Learnerships			
Learnership title	NQF Level	Learnership Code	Professional Body
Higher Certificate: Auxillary Nursing	5	11Q110028001205	SANC
Bridging Diploma: Nursing General	5	11Q110004004285	SANC
Advanced University Diploma: Midwifery and Neonatal Nursing	7	11Q110027001307	SANC
Post Basic Diploma: Operating Theatre Nursing Science	7	11Q110029001647	SANC
FETC: Phlebotomoy Technique	4	11Q110027001307	HPCSA
Further Education and Training Certificate: Pharmacy Assistant	4	11Q110020261404	SAPC
National Certificate: Pharmacy Assistant	3	11Q110002131203	SAPC
FETC: Social Auxillary work	4	11Q110026051804	SASCCP
FET Certificate: Child and Youth Care	4	11Q110014351554	HWSETA
Occupational Certificate: Health Promotion Officer	3	11Q110030001633	HWSETA

Important information to note regarding Learnerships

The HWSETA does not select, recruit or engage learners directly. This is done through employers. Employers of nurses are mainly hospitals both in the public and private sectors. In the public sector the learnerships are often co-ordinated through the Provincial Health Department. Pharmacies in public and private hospitals and retail pharmacies select select and recruit learners directly.

The Human Resources department of an organisation is best to contact as most large organisations have a Skills Development Facilitator who is responsible for skills development and co-ordinates applications to the relevant SETA for the Learnerships

The relationship between Learnerships and scarce skills.

Many of the learnerships offered by the HWSETA take into consideration scarce skills within the health and social development sectors. The term “scarce skills”refers to a shortage of people with the required attributes to gill positions available in the labour market.

The attributes that employers re seeking when they try to fill positions in their organisations are specifically important.

These may be qualifications, specific skills and experience, a specific race or gender or a combination of these attributes. Scarce skills are normally expressed in terms of the occupations for which there are not enough candidates available.

Other Skills Development Opportunities

Internships

An internship may be defined as career specific work experience that one undertakes either during and/or after one’s studies in order to gain practical experience in one’s chosen career. It’s a tough job market out there and any experience you can offer a potential employer can only work in your favour and make you more competitive in the job market.

Such experience also enables the individual to gain a better understanding of the nature of the working world and the challenges they will face throughout their career development process. Aside from gaining practical experience in the workplace, an internship provides the individual with the opportunity to make use of the skills acquired from the training provided at school, university or college.

The nature of an internship varies from company to company. Some internships are unpaid, yet there are many companies that pay their interns a small monthly salary. In situations where candidates perform exceptionally well during an internship, companies often offer the intern a permanent position.

Why do an internship?

Any work experience is usually useful when compiling a CV targeted at career development. Experience as an intern not only works in your favour as you have some ‘real life’ experience, it also demonstrates your dedication and commitment to the field and your chosen career.

Experience as an intern will also provide you with the opportunity to start networking with contacts that could possibly assist you in respect of your career goals in the long run.

Entrepreneurship

Entrepreneurship is the willingness to develop, organise and manage a business venture while taking calculated risks to generate profits.

Entrepreneurs are pioneers, innovators, leaders and inventors who do not follow the status quo, they think out of the box in an ever-evolving world. They are people who are at the forefront of technological or social movements driven by forward-thinkers in their desire to push the envelope. They are confident and self-motivated dreamers who are realistic and practical but most importantly, they are achievers who accomplish their goals.

In other words, an entrepreneur is a person who can take an idea, whether it is product or service related and apply their aptitude, determination and courage to do whatever it takes to turn that concept into a reality making it a viable product or service that people want or need.

Entrepreneurs also exhibit resilient characteristics as failure is a very realistic norm in the world of entrepreneurship. Entrepreneurs should be willing to fail and start over again, taking the past lessons they have learned to create new and improved ventures.

Entrepreneurship means different things to different people. Some people aspire to be technological giants like Mark Zuckerberg or Steve Jobs, the founders of Facebook and Apple respectively, and others intend to own a local takeaway or taxi service. The recipe however for successful entrepreneurship encompasses

the same values. It’s up to you to decide at what level you like to apply them.

If you’re ready to enter the world of entrepreneurship, here are a few important tips to keep in mind.

- Entrepreneurship is hard work so make sure it is what you want.
- Be passionate, persistent and determined - always!
- Research, research, research! It increases your chances of success.
- Learn from other people’s mistakes especially those who are in business
- There is a creative solution to every problem, find it!
- Get advice from those who have done it already.
- Network with like-minded people
- Do what you do best and outsource the rest
- Don’t be afraid to try, it’s better to have tried and failed than to have not tried at all.

Community Service

Community service is about helping people or organisations typically based in the area that you live in although volunteer work can be carried out in any neighborhood, in any country, in any part of the world.

Community service benefits the destitute, underprivileged children, senior citizens, people with disabilities, old age homes or generally people in need of assistance. Community service also extends to help animals, animal shelters or to improve communal places such as local parks or places of heritage.

Community service can be undertaken by you as an individual or as a group effort. Most often community service initiatives are organised through local religious groups, places of worship, primary or secondary schools or non-profit organisations within the community. You can also exhibit your leadership skills by starting your own community service projects.

You do not get paid to perform community service, though sometimes food and small tokens of appreciation are given to volunteers for their assistance.

How could you help your community?

Depending on your skills and interests you could:

- Collect school supplies for underprivileged schoolchildren and donate your time to tutor them after school.
- Visit senior citizens at an old age home and read to them or put on a theatre show for their entertainment.
- Improve the environment by holding a clean-up drive, planting trees or creating a recycling depot.
- Help out the destitute by handing out food at a soup kitchen or collecting used clothes to be donated.

What are the benefits of community service?

- You get the satisfaction of knowing that the direct impact of your work is helping to improve someone’s life or some things in life while simultaneously making your community a better place to live.
- You can learn many different skills while performing community service such as DIY, construction, painting, customer service, event coordination and

leadership. You can also include your community service work on your curriculum vitae.

- You can focus your community service efforts in a field you may want to work in later on. If you are considering becoming a veterinarian, you could volunteer at an animal shelter or assist at a hospital if you want to be a doctor. The experience you gain from community service can help you get a job in the future, and it also gives you the opportunity to see if you really enjoy a particular career or not.

Participating in community service is

HWSETA Registered Qualifications			
QUALIFICATION NAME	QUAL ID No.	NQF Level	Credits
National Certificate: Victim Empowerment and Support	49279	Level 2	120
National Certificate: Victim Empowerment	49688	Level 3	127
Further Education and Training Certificate:Child and Youth Care Work	60209	Level 4	165
Further Education and Training Certificate: Public Awareness Promotion of Dread Disease and HIV/AIDS	74410	Level 4	166
Further Education and Training Certificate: Counselling	49256	Level 4	140
Further Education and Training Certificate: Probation Work	50041	Level 4	142
Further Education and Training Certificate: Social Auxiliary Work	23993	Level 4	180
Further Education and Training Certificate:Victim Empowerment Co-ordination	49872	Level 4	146
National Certificate: Theology and Ministry	48891	Level 2	120
Further Education and Training Certificate: Gender Practice	49836	Level 4	152
Further Education and Training Certificate: Theology and Ministry	49057	Level 4	120
General Education and Training Certificate:Adult Basic Education and Training: Ancillary Health Care	73250	Level 1	120
GETC: Ancillary Health Care	49606	Level 1	134
National Certificate: Community Health Work	64749	Level 2	140
National Certificate: Community Health Work	64769	Level 3	140
Further Education and Training Certificate: Community Health Work	64697	Level 4	156
National Certificate: Occupational Health, Safety and Environment	64149	Level 2	120
National Certificate: Occupational Health, Safety and Environment: Health	74289	Level 2	120
National Certificate: Occupational Health, Safety and Environment: Safety	74290	Level 2	120
National Certificate: Occupational Health, Safety and Environment: Environment	74291	Level 2	120
National Certificate: Occupational Hygiene and Safety	50062	Level 3	144
Further Education and Training Certificate: Occupational Hygiene and Safety	50063	Level 4	145
Further Education and Training Certificate: Social Security Administration	48960	Level 4	140
Further Education and Training Certificate: Community Development: HIV/AIDS	76986	Level 4	125
Further Education and Training Certificate: Community Development: Victim Empowerment	76988	Level 4	125
Further Education and Training Certificate: Institutional-Based Care	80447	Level 4	120
National Certificate: Community Development: General	83386	Level 5	147
National Certificate: Community Health	83387	Level 5	147
National Certificate: Community Development: Victim Empowerment	83397	Level 5	147
Certificate: Basic Counselling Skills	21128	Level 5	120
Certificate: Methods of Counselling	21133	Level 5	120
National Diploma: Occupational Safety	58786	Level 5	242
Higher Certificate: Diagnostic and Procedural Coding	66389	Level 5	120

Note:
More details on each of these qualifications can be found on the South African Qualifications Authority (SAQA) website. Visit www.saqa.org.za
Details of training providers for these courses can be found on the HWSETA website. Go to www.hwseta.org.za and click on the “Learners” button.

Occupational Qualifications

The Qualifications Development unit within the HWSETA’s ETQA Division, through its association with the QCTO, has been appointed as both a Development Quality Partner (DQP) and an Assessment Quality Partner (AQP).

In its role as a DQP, the Qualifications Development Unit has in the last two years been successful at converting several unit standard based qualifications into three occupational qualifications that have been successfully registered with the QCTO. These include:

- Health Promotion Officer – for more details: www.qcto.org.za/index.php/health-promotion-officer-community-health-worker
- Child and Youth Care Worker – for more details: www.qcto.org.za/index.php/child-and-youth-care-workers
- Social Auxiliary Worker – for more details: www.qcto.org.za/index.php/social-auxiliary-worker

In its role as an Assessment Quality Partner (AQP) for these occupational qualifications, the HWSETA is required to administer and coordinate the final external integrated summative assessments (EISA). For more details visit <http://www.hwseta.org.za>

The learning programmes and careers that have been identified in this section do not form part of the primary focus of the HWSETA. They are listed here as an indication to persons entering the job market that there is a need for employees with these competencies in the health, social development and veterinary sectors and to guide learners with vocational guidance in areas where needs or hard to fill occupations and scarce skills have been identified. However, it also lists some other occupations or careers in general for your convenience.

Ambulance Worker /
Emergency Care Worker

An ambulance/emergency care worker resuscitates and stabilises the condition of critically ill or injured persons by applying emergency care. At the scene of an emergency such a person would examine both the patient and the situation to decide upon appropriate treatment, which includes basic life-support and treatment of wounds and fractures. The patient is transported to hospital by ambulance and receives the necessary care en-route.

Study Requirements:
Senior Certificate for a diploma course and Grade 9 Certificate for in-service training; Compulsory subjects: Mathematics, Physical Science; Recommended subjects: Biology; In-service training: Basic Ambulance Course (BAC): A four-week orientation and training course must be passed for permanent appointment.

Training Requirements:
Ambulance College: After 6 months service you may enrol for the Ambulance Emergency Assistant (AEA) course of 11 weeks offered by the Ambulance College. Successful candidates register at the Health Professions Council of South Africa (HPCSA) as ambulance emergency assistant.

Potential Employers:
Municipalities, divisional councils and provincial administrations; Industry; Private ambulance organisations; Private clinics and hospitals; Civil defence units; SANDF, and the mining industry.

Skills Required:
Practical and social skills; the ability to get things done in a practical and useful way; an understanding of people and their problems.



Anaesthetist
(see medical doctor)

An Anaesthetist is a medical doctor specialising in the administration of local and general anaesthetics to patients about to undergo a medical procedure. The anaesthetist consults with patients to ascertain their history in respect of allergies, previous reactions to anaesthetics and current medication and then monitors patients throughout the medical procedure and their recovery from the anaesthetic. He or she also follows up on the patient’s post-operative recovery.

Study Requirements:
Senior Certificate with matriculation exemption for the completion of a degree programme at a University; Compulsory subjects are Mathematics and Physical Science with Biology as a recommended subject.

Training Requirements:
A medical degree can be obtained from a University which includes 5 years of theoretical training and a student internship of 1 year. Practical work at a hospital for 1 year is also required. Postgraduate study for specialisation as an anaesthetist requires a further 4 years of study to obtain the MMed or FCP(SA) degree. Before commencing postgraduate study for specialisation, the candidate must be in possession of a medical degree and be registered as a medical doctor with the Health Professions Council of South Africa for 1 year. The candidate must also register as a specialist with the HPCSA after successfully qualifying as a specialist.

Potential Employers:
State and private hospitals, clinics, private practice

Skills Required:
Scientific skills include scientific thinking to solve many different problems in the fields of medicine and other science fields and to interpret complex scientific information. Social skills include understanding people and their problems.

Auxiliary Health Worker

The auxiliary health worker is educated in basic patient-care skills such as simple massage, dispensing non-prescription medicines and giving nutritional advice. The auxiliary health worker can either serve the community on a voluntary basis or can work for large hospitals or clinics. Physiotherapists and occupational therapists also require assistants and offer programmes which will equip the worker to undertake basic therapy.

Study Requirements:
No specific requirements are required although a Grade 10 Certificate may be necessary for some positions; Compulsory subjects: None; Recommended subjects: Biology; In-service training: Large hospitals and clinics offer the auxiliary health worker in-service training

Training Requirements:
For the assistant physiotherapist and occupational therapist an in-service training programme (one year) comprising both lectures and clinical practice is available. On completion of training the person must register with the Health Professions Council of South Africa (HPCSA).

Potential Employers:
Large hospitals, Clinics, Physiotherapists (assistant physiotherapist) and Occupational therapists (assistant occupational therapist)

Skills Required:
Social and people skills include understanding people and their problems.

Basic & Advanced
Life Support

Registered doctors, nurses and paramedics are educated in the skills and knowledge required for successful participation in team-based resuscitation attempts. Basic and Advanced Life Support courses are regulated by the Resuscitation Council of Southern Africa in order to assist healthcare professionals, regardless of their level of skill and knowledge, to improve their understanding and skills in the techniques of resuscitation and emergency care.

Child and Youth Care Worker

The child and youth care professional is responsible for using his/her expertise to maintain and secure a healthy and safe environment that will help children and youth reach their full potential. The most important function, however, is to take care of the children’s emotional needs. Children in children’s homes and places of safety need extra love and reassurance to help them recover from their traumatic experiences.

Study Requirements:
Grade 10 Certificate, Some employers prefer a Senior Certificate; A four-year degree can also be completed at a University of Technology; The HWSETA offers a learnership in Child and Youth Care which is at NQF Level 4; Compulsory subjects: None; Recommended subjects: Languages
Training Requirements:
In-service training: The child and youth care worker is trained to effectively perform their duties.

Potential Employers:
Children’s homes, Places of safety and Boarding schools

Skills Required:
Social and people skills include an understanding of people and their problems and to help individuals with their mental, spiritual, social, physical, or vocational concerns



Clinical Lecturers

Clinical lecturers are mostly speciality specific trainees who have completed a higher degree or degrees at a University enabling them to complete specialist clinical training. Academic clinical lecturers can be found in a variety of science disciplines and specialities such as health sciences, veterinary science and dental specialities.

Community
Development Worker

Community Development Workers or CDWs are special public servants who are undergoing training to enable them to enter communities and households, engage with citizens and determine what services are needed, to ensure that these services such as welfare, health,

housing, education and training are accessible. Courses are offered at a number of tertiary institutions throughout the country as well as postgraduate courses in development studies. For a learnership contact the nearest municipality.

Information about CDWs can also be obtained from Government Departments such as the Department of Public Service and Administration.

Community Worker
(Family Planning)

The community worker responsible for family planning is given a thorough grounding in the theory of family planning as well as practical training in teaching the subject. The worker is managed by regional planners and organisers, who help develop training strategies and new schemes. The family planner is usually a qualified health or social worker.

Study Requirements:
Grade 10 although a Senior Certificate is recommended; Compulsory subjects: None; Recommended subjects: Biology

Training Requirements:
In-service training: The family planning and community worker receives in-service training to effectively perform the duties required.
Potential Employers:
The Department of Health, municipalities and private organisations

Skills Required:
Social and people skills include an understanding of people and their problems

Data Team Leader
(data capturing)

The Data Team Leader oversees all data maintenance activities, including those within the resourcing, performance management and remuneration and reward areas of companies in different fields. The person ensures that a high quality service is delivered to customers in meeting of Service Level Agreements. Among others, he or she supervises the employee data management team to ensure timely data capturing, accurate execution of pre month-end validations and sign off of audit trails, identify and support workforce development opportunities and coach and train entry-level officers and assistant officers. Minimum requirements include Grade 12 and at least 4 years experience in the field.



Dental Specialists

A dental specialist is a dentist that has obtained a specialised qualification through postgraduate studies at a University. Dentists must obtain a dentistry degree. Numerous challenges and stimulating opportunities are offered by dentistry. The dentist renders high quality oral healthcare to the patient. Various specialised fields exist in which the dentist can specialise. Dental specialists can have their own practices and can also be employed by hospitals, the Government, training hospitals, and specialised clinical practices. Dentists must

be registered at the Health Professions Council of South Africa (HPCSA).

Dental Assistants

Dental assistants are trained in dentistry techniques to assist dental practitioners. Among other things, the dental assistant will prepare and sterilise dental equipment, meet the patient, prepare them for treatment and assist the dentist by passing the instruments and take and develop X-rays.

Dental Therapy

Dental therapy encompasses the treatment of diseases and conditions that affect the teeth and gums. Dental therapists (sometimes also known as oral health practitioners) are dental care professionals who work as part of the dental team and can carry out a range of procedures that are prescribed by a registered dentist.



Early Childhood Development

Among others, Unisa offers a certificate programme to train educators in Early Childhood Development (ECD). Admission requirements include a Senior Certificate or Grade 12 qualification, other relevant certificates (prior learning), or 2 years relevant teaching experience in the ECD field as well as any teacher’s certificate or diploma.

Emergency Care Technicians

An Emergency Care Technician (ECT) course covers computer training, HIV and AIDS counselling, emergency medical care, medical rescue (vehicle rescue, rope rescue and fire and search rescue). Learners work on response vehicles and ambulances when they qualify. ECTs receive training at EMRS Colleges and Universities of Technology.

Emergency Care Technologist

An Emergency Care Technologist provides immediate emergency care to sick or injured persons. They must, among other things, try to resuscitate and stabilise patients and prevent further injuries. They drive in specially equipped vehicles to an emergency scene and give appropriate treatment to patients at such a scene.

Study Requirements:

Senior Certificate for a Diploma; Grade 9 Certificate for in-service training;

Compulsory subjects:

Mathematics and Science; Recommended subjects: Biology.

Training Requirements:

In-service training: Basic Ambulance Course (BAC): A 4-week orientation and training course must be passed for permanent appointment. The candidate may enrol for the Ambulance Emergency Assistant (AEA) course offered by the Ambulance College. Successful candidates register at the Health Professions Council of SA (HPCSA).

Potential Employers:

Provincial and private ambulances and

emergency services; local authorities, civil defence units.

Skills Required:

People and social skills with regard to understanding people and their problems.

Forensic Scientist

This career is based mostly on laboratory work, which includes DNA matching of suspects in a crime, semen analyses, disputed maternity issues, etc. Forensic scientists can also assist in compiling profiles for the police in the event that the remains of a victim of crime such as bones and skulls have been found. A Senior Certificate with matriculation exemption is required to complete a degree programme at a University while postgraduate qualifications can also be obtained. Mathematics and Science are required subjects. Forensic scientists can work for the South African Police Service (SAPS), hospitals, universities and specialised laboratories. The National Forensic Sciences Laboratory accepts BSc (Medical Sciences) graduates.

Herbalist/Herbologist

A herbalist/herbologist is a professional trained in herbalism, the use of herbs (also called botanical or crude medicine) to treat others and is skilled in the therapeutic use of medicinal plants. Basic botany and plant identification are absolutely essential skills in the repertoire of the herbalist/herbologist.

HIV/AIDS Management Practices

Courses in HIV/AIDS management are aimed at health professionals, for example nursing professionals who need to gain competence in the management of HIV/AIDS and to acquire or update skills with regard to aspects such as the diagnosis and management of HIV/AIDS, counselling and palliative care.

Hospice Worker

A volunteer hospice worker is trained to take care of the psychological and physical needs of patients and to reduce their pain and discomfort as much as possible. Hospices operate on a voluntary-contribution basis, thus they require the services of professional fund-raisers to help them raise funds to keep the institution running. Hospice workers also spend time with patients and their families helping them to cope with the trauma of death.

Study Requirements:

No specific requirements exist for volunteer hospice workers; Compulsory subjects: None; Recommended subjects: None.

Training Requirements:

Hospices offer in-service training.

Potential Employers:

Hospices.

Skills Required:

People skills including the ability to help individuals with their psychological and physical concerns and trauma.



Laboratory Technician

A laboratory technician is a medical professional. Working under the direct supervision of a physician or a medical technologist, they are required to administer tests of tissue, blood and bodily fluids in an effort to assist physicians in diagnosing and treating ailments. They examine tissues and blood, searching for organisms such as parasites and bacteria. They monitor tests and procedures that are being conducted. They match blood prior to transfusions and test blood for drug levels.

Study Requirements:

Senior Certificate or equivalent qualification; Compulsory subjects are Mathematics and a Science subject.

Training Requirements:

Training is mainly done at a University of Technology. In-house training is also provided.

Potential Employers:

District hospitals (urban and rural), Department of Health, clinics, diagnostic practices.

Skills Required:

Scientific skills include knowledge of certain diagnostic procedures.



Management Development - HR, Financial, Supervision & Fundraising

Universities such as the University of KwaZulu-Natal offers a one year practical Management Development Programme (MDP) with seven modules which include Human Resources and Finance, providing an opportunity for new and aspiring managers to develop their potential.

Medical Doctor

The medical doctor is a practitioner of the science of medicine which examines patients, diagnoses diseases, prescribes medications and treats diseases, disorders and injuries of the human body. The medical doctor can work as a general practitioner, in hospitals and as a specialist in a specific field. A medical doctor can also refer a patient to a specialist for treatment.

Study Requirements:

Senior Certificate with matriculation exemption for the completion of a medical degree programme at a University; Compulsory subjects are Mathematics and Science with Biology as a recommended subject; Academic merit is important as a result of the competition to enter medical studies.

Training Requirements:

Training is done at a University and can entail a study period from 5 to 7 years followed by a student internship of 1 year and a community service year at a hospital for another year. On completion of a medical degree programme, a student has to register with the Health Professions Council of South Africa (HPCSA) as a medical doctor.

Potential Employers:

Hospitals (urban and rural), clinics, training hospitals, nursing homes, large industries and

organisations, private practice, Government departments, clinics, diagnostic practices.

Skills Required:

Scientific skills include developing new ideas and theories and to understand complex scientific and medical information. Social skills include the ability to work and communicate with people and to understand their problems.



Medical Technologist

Medical Technology can be divided into four categories: blood transfusion technology, diagnostic, research and preparation of sera and vaccines, with diagnostic forming the major share. Here the medical technologist provides analytical information to the medical doctor enabling him or her to make a diagnosis and provide the relevant treatment.

Study Requirements:

Senior Certificate or equivalent qualification; Compulsory subjects are Mathematics and a Science subject.

Training Requirements:

A diploma course in Biomedical Technology comprises three years full time study at a University of Technology. The profession is regulated by the Society of Medical Laboratory Technologists of South Africa (SMLTSA).

Potential Employers:

District hospitals (urban and rural), Department of Health, clinics, specialised and diagnostic laboratories.

Skills Required:

Scientific skills include knowledge of certain diagnostic procedures.

Medical Specialists (see medical doctor)

Medical specialists are doctors who have completed advanced education and clinical training in a specific area of medicine (their specialty area). These can range from a general practitioner to a surgeon, orthodontist, dermatologist or gynaecologist. Specialisation normally takes place after postgraduate medical study at a University



Medicine & Clinical Associates

A Clinical Associate Programme (CAP) was introduced by the national Ministry and Department of Health and the training of

the first intake of Clinical Associates (mid-level medical workers) has commenced at the Walter Sisulu University of Technology in 2008. The clinical associate will specifically assist the doctor in district hospitals (urban and rural) with procedures. The focus of the clinical associate will be on emergency care and on procedures, in support of hospital doctors.

Study Requirements:
Senior Certificate or equivalent qualification;
Compulsory subjects: Mathematics, Physical Science; Recommended subjects: Biology.

Training Requirements:
Certificate/diploma courses and in-house training.

Potential Employers:
District hospitals (urban and rural),
Department of Health.

Skills Required:
Scientific skills include knowledge of certain emergency care procedures.

Medical Laboratory Assistant

The medical laboratory assistant works in medical pathology laboratories undertaking routine tasks, and supporting the work of biomedical scientists. A medical laboratory assistant carries out a variety of tasks such as preparing for tests and the use of computers to analyse and record the data. They also prepare solutions of chemicals and perform quality control on chemical stocks.

Study Requirements:
Senior Certificate or equivalent qualification;
Compulsory subjects: Mathematics, Physical Science; Recommended subjects: Biology.

Training Requirements:
Certificate courses and in-house training.
Potential Employers:
Research organisations; Department of Health;
South African Medical Research Council;
Pharmaceutical companies

Skills Required:
Scientific skills include developing new ideas and theories and to understand and express complex technical and scientific information



Medical Technicians

Medical technicians perform a very similar role to medical technologists as they are also responsible for processing and analysis of medical specimens in a laboratory for diagnostic purposes. The difference is that instead of studying for three years at a University of Technology as medical technologists do, medical technicians jump right in and begin with in-house, hands-on training.

Study Requirements:
Grade 12 Maths and Life Sciences are recommended subjects but they aren’t prerequisites.

Training Requirements:
Medical technicians train for 18 months in a

registered training laboratory before taking the Society of Medical Laboratory Technologists of South Africa (SMLTSA) Board exam. After a further six months of practical training they can register with the Health Professions Council of South Africa (HPCSA) as medical technicians.

Potential Employers:
Diagnostic laboratories, the Government, universities and various research institutes

Skills Required:
An understanding of complex technical and scientific information
Medical Laboratory Scientist (MLS)
This is a healthcare professional who performs chemical, haematological, immunologic, microscopic, and bacteriological diagnostic analyses on body fluids such as blood, urine, sputum, stool and peritoneal fluid, as well as other specimens.

Study Requirements:
Training is mainly done through Universities and Universities of Technology. Compulsory subjects are Mathematics and Science while Biology is recommended.

Training Requirements:
Postgraduate training opportunities exist and the candidate can also register with the professional body in his or her field

Potential Employers:
Clinical laboratories at hospitals, general practitioners, reference labs and biotechnology laboratories

Skills Required:
Scientific knowledge about various procedures involving specialised clinical procedures and tests



Nursing

The activities of a nurse include curative, preventive and rehabilitative health care for families, communities and individuals. There are two main categories of nursing, namely a registered or professional nurse and an enrolled nursing auxiliary. The many responsibilities of the registered nurse (sister) include taking blood pressure and temperature, handling samples for laboratory tests, applying medication and giving injections, putting in and removing stitches, and managing wards or departments.

Study Requirements:
To be a registered nurse requires four years of training at a University or a University of Technology. Universities of Technology mostly offer one year full-time nursing programmes. Requirements at a University include a National Senior Certificate (NSC) for degree purposes and Mathematics, Physical Science, Biology or Physiology as recommended subjects. Certain universities require a Further Education Certificate (level 4).

Training Requirements:
Nursing College: Training is practical and theoretical. Training at the nursing college is done

in collaboration with a university. Clinical or practical training is done at accredited training hospitals. The duration of the course is 4 years. Advanced training: The qualified nurse may study further in specialisation fields such as Paediatric Nursing Science, Orthopaedic Nursing Science, Intensive Nursing, Psychiatric Nursing, Community Health Nursing, Geriatric Nursing Science, etc.

Potential Employers:
Hospitals, clinics, Government departments; South African National Defence Force; Health and welfare organisations; Municipalities, Medical doctors, Industrial organisations; Casualty wards, children’s wards, medical, surgical, orthopaedic and psychiatric wards and communal clinics.

Skills Required:
Social and people skills including the ability to work with people, to understand their problems and to be able to help people with mental, physical, psychological and social concerns. Below is a list of most careers and/or qualifications in the nursing science field including specialisation fields:

- Nurse (General, Psychiatric, Community) & Midwife: A nurse is part of the large team of professional workers dedicated to rendering health services to the community. In general, nursing science requires 4 years of training at a University or University of Technology.
- Diploma in Clinical Nursing Science, Health Assessment, Treatment & Care: To complete this diploma, proof of current registration as a general nurse with the South African Nursing Council (SANC) is required as well as a senior certificate or an equivalent qualification, unless the SANC determines otherwise. Duration of the course is at least one academic year, leading to the registration of an additional qualification in Clinical Nursing Science, Health Assessment, Treatment and Care.
- Advanced Midwifery & Neonatal Nursing Science: In this field, the emphasis is on providing for the unique physical, psychological and mental needs of a woman and her baby within the family and the community.
- Advanced Psychiatric Nursing Science: The emphasis is on the mental health of individuals, families and communities.
- Auxiliary Nurse: One year training at a nursing school (available as HWSETA Learnership)
- Enrolled Nurse: Two year training at a nursing college or university is required (available as HWSETA Learnership). A two year Bridging course is designed to help enrolled nurses to become registered nurses and is available as HWSETA Learnership.
- Medical & Surgical Nursing Science: Critical Care Nursing – General: The nurse can specialise in this field, mainly working in a hospital’s Intensive Care Unit (ICU)
- Medical & Surgical Nursing Science: Operating Theatre Nursing: This is a specific field in which the nurse can specialise.
- Medical & Surgical Nursing Science: Critical Care Nursing - Trauma & Emergency: This is a specific field in which the nurse can specialise.



Nursing Auxiliary/ Healthcare Assistant

A nursing auxiliary performs basic nursing tasks under the supervision of a registered nurse. Among other things, the nursing auxiliary carries out nursing procedures on a less specialised level, takes care of the ill, injured and weak and is involved in health guidance and counselling. A nursing auxiliary or healthcare assistant forms part of a team of professional workers such as nurses, doctors and other medical personnel

Study Requirements:
Grade 10 Certificate although a Senior Certificate is preferred; Compulsory subjects: None; Recommended subjects: Mathematics, Physical Science, Biology.

Training Requirements:
Training hospital: Certificate course (one year) at approved training hospitals, old-age homes and clinics. Advancement and further qualifications can be obtained by studying the courses for an enrolled or registered (professional) nurse.

Potential Employers:
Hospitals; Government departments; South African National Defence Force; Health and welfare organisations; Medical doctors; Old-age homes; Rehabilitation centres. A nursing auxiliary may also be self-employed as private nursing auxiliary, caring for patients in their own homes.

Skills Required:
Social skills including an understanding of people and their problems.

Nutrition/Dietician

A Dietician is an expert on diet and nutrition. Within the profession there is a constant learning of skills and application of knowledge, allowing Dieticians to establish and implement the guidelines of maintaining healthy nutritional practices for all individuals. Among others, the dietician can render a service to the community, health authorities and hospitals.

Study Requirements:
Senior certificate with matriculation exemption for completing a degree programme at a university; Compulsory subjects include Mathematics and Science while Biology is recommended.

Training Requirements:
Postgraduate study can also be undertaken in specialised fields. The postgraduate Diploma in Hospital Dietetics is compulsory for registration with the Health Professions Council of South Africa and for employment by provincial administrations.

Potential Employers:
Hospitals, nursing homes, clinics, universities, Government departments, the food industry, nutrition research units, consultant in private practice.

Skills Required:
Scientific skills include the use of logical and scientific thinking to solve many different problems in medicine, the life sciences, natural sciences and social and economic sciences. Social or people skills including the ability to understand people and their problems.



Occupational Health & Safety

Professionals in this field measure, manage, evaluate and improve the Occupational Health and Safety (OHS) within an organisation and ensure that quality audits are performed. They also assist in planning and implementing an Occupational Health and Safety Management to manage workplace hazards, thereby improving the organisation's ability to achieve optimal health and safety standards.

Occupational Therapy

Persons with a physical or mental disability are assisted by an occupational therapist to function as normally as possible in society by applying specific techniques and procedures in a scientific manner with regard to a patient.

Study Requirements:
Senior Certificate with matriculation exemption for a degree programme; The duration of an occupational therapy course is normally four years at most universities; Mathematics and Science, among others, are compulsory subjects.

Training Requirements:
On successful completion of the degree programme, the occupational therapist must register with the Health Professions Council of South Africa (HPCSA). They also have their own professional body with which they register. Further postgraduate degree programmes are also available.

Potential Employers:
Hospitals, own practice, specialist clinics, academic institutions such as universities, training hospitals and the Government.

Skills Required:
Scientific skills with regard to applying specific techniques and procedures as well as social or people skills when working and interacting with patients.

Ophthalmology (see medical doctor)

The term ophthalmologist refers to an eye specialist for medical and surgical problems who qualified as a medical doctor or surgeon. Since ophthalmologists perform operations on eyes, they are considered to be both a surgical and medical specialist. As such ophthalmology deals with the diseases and surgery of the visual pathways, including the eye, hairs, and areas surrounding the eye.

Study Requirements:
Senior Certificate with matriculation exemption for a degree programme as medical doctor at a University. Specialisation may take place after the successful completion of the degree programme which can range between 5 to 6 years. Compulsory subjects include Mathematics and Science as a requirement.

Training Requirements:
After successful completion of the degree programme as a medical doctor, the candidate must register at the Health Professions Council of South Africa (HPCSA). After obtaining the specialist degree programme, he or she can also register as specialist at the HPCSA.

Potential Employers:
Own specialist medical practice, private and public hospitals and training hospitals at Universities, medical partnerships.

Skills Required:
In-depth medical knowledge of the field as well as comprehensive practical skills to perform surgery and do examinations.

Optometry

Optometry is the science and art of managing human vision conditions. Optometrists measure the efficiency of their patients' eyes and take steps to improve or prevent deterioration of vision by prescribing spectacles, contact lenses and/or eye exercises. The duration of the course at University and a University of Technology is four and three years, respectively.



Oral Hygiene

Oral hygiene is an excellent choice of profession, especially for women due to the fact that her day can be arranged according to her own needs. It is a profession with a high degree of job satisfaction, security and a good income. The oral hygienist is trained to educate people with regard to the maintenance of good oral hygiene and to carry out preventive treatment procedures.

Orthotic & Prosthetic Technicians

Orthotic & Prosthetic (O & P) Technicians assist the disabled by fabricating the orthopaedic braces (orthoses) and artificial limbs (protheses) necessary for their rehabilitation. They are trained and skilled to provide comprehensive technical support services in their field.

Study Requirements:
Senior Certificate; Mathematics and Science are recommended but not compulsory.

Training Requirements:
A National Diploma in Orthotics and Prosthetics can be completed at a University of Technology.

Potential Employers:
Hospitals, own business practice and manufacturing companies.

Skills Required:
Comprehensive technical skills and knowledge to interact with clinical prosthetists and orthotists.



Orthopaedic Technicians

Orthopaedic technicians work in trauma and orthopaedic clinics where they undertake and apply plastering techniques to patients. Casts could be used following an accident or surgery, or for particular orthopaedic conditions. Some hospitals in South Africa also offer training courses in this field.

Pathology (see medical doctor)

Pathology is the study of disease and its causes, development, and consequences. A Pathologist is a scientist or physician who interprets and diagnoses changes in tissues and body fluids caused by disease. Pathologists can also conduct post mortems to determine the cause of death in people. After obtaining a medical degree at a University a medical doctor can specialise as a pathologist by means of a postgraduate qualification. To obtain a medical degree, Mathematics and Science are minimum required subjects. Pathologists can work in partnership with hospitals, clinical laboratories and medical practices. They can also work for the Governments and have their own practices.

Paramedics (Emergency medical care)

It is a paramedic or emergency care practitioner's responsibility to render advanced life support to critically ill or injured patients in the pre-hospital emergency environment. They also work together with ambulance personnel and health professionals such as medical doctors who they must inform about a patient's condition after transporting him or her to a hospital.

Study Requirements:
Senior Certificate or equivalent qualification; Mathematics and Science are required subjects.

Training Requirements:
The NDip: Emergency Medical Care is a three year course that can be completed at a University of Technology. Further in-house training may also take place through completion of various certificate courses.

Potential Employers:
Local authorities, municipalities, ambulatory services, emergency services in urban and rural areas.

Skills Required:
The paramedic must have scientific and medical knowledge and skills to do his or her job. He or she must also be able to interact with people in a sympathetic way in treating a patient.



Pharmacist

The pharmacist renders a service by taking responsibility to ensure that the patient benefits as much as possible from his or her medicine therapy and must ensure the rational use of medicine as well as the development, production, distribution, correct use, and quality assurance of medicines. The pharmacist forms the link between the pharmaceutical manufacturer and the medical doctor, the doctor and the patient, and the patient and the community. The nature of a pharmacist's work varies depending on the pharmaceutical field in which the pharmacist is employed.

Study Requirements:
Senior Certificate with matriculation exemption for a degree programme; Compulsory subjects: Mathematics, Physical Science; Recommended subjects: Biology

Training Requirements:
Practical training: A year of internship at an approved institution (such as retail pharmacy, hospital pharmacy, teaching institution or laboratory in the pharmaceutical industry). After the candidate has completed both a degree course and practical training, he or she registers at the South African Pharmacy Council.

Potential Employers:
Retail (private) pharmacies; Hospitals and clinics; Government departments; Provincial administrations; Department of Health; South African National Defence Force; Research institutes; Pharmaceutical manufacturers; Universities; Own business.

Skills Required:
The pharmacist needs scientific skills which include logical and scientific thinking to solve many different problems in medicine, the life sciences, the natural sciences, and the social and economic sciences.

Pharmacist Assistants (Basic and Post Basic) Learnerships are offered by the HWSETA at participating employers countrywide in both the public and private sectors. Requirements for Post Basic are Grade 12 with Mathematics and Science subjects.



Pharmacy Technicians

A pharmacy technician is one who does pharmacy related work under the direct supervision of a licensed pharmacist. Pharmacy technicians often do the routine tasks associated with preparing prescribed medication and providing drugs to patients. However, licensed pharmacists check all medications before they go to the patient, and only pharmacists may counsel patients on the proper use of medications.

Phlebotomy Technician

Phlebotomy is the science of drawing blood. The primary function of a phlebotomy technician is to obtain patient blood specimens by venipuncture or micro-techniques. The phlebotomy technician aids in the collection and transportation of other laboratory specimens, and may be involved with patient data entry. A phlebotomy technician also draws blood for transfusions, donations and analysis.

Study Requirements:

Senior Certificate; Science and Biology are recommended subjects but not compulsory.

Training Requirements:

Among others, training takes place at Technical Vocational Education and Training (TVET) Colleges. In-house training is also provided at organisations where these technicians are employed.

Potential Employers:

Community clinics, Government institutions, Pathology laboratories and general practitioners.

Skills Required:

Scientific and technical knowledge about blood specimens and specific techniques to draw blood as well as social skills when working with people.

Physiotherapist

The physiotherapist uses various methods as treatment in Physiotherapy to restore or promote the normal, physical functioning of the individual including exercise therapy, electrotherapy, massaging and mobilisation. Like Occupational Therapy, Nursing Science and Dietetics, Physiotherapy degrees ranging from 3 to 4 year courses are offered at most universities and are part of the so-called Allied Health Sciences fields. Opportunities for postgraduate studies are available.



Probation Service Officers

Probation officers are social workers who carry out work in the fields of crime prevention, treatment of offenders, care and treatment of victims of crime, and working with families and communities. Probation officers are appointed by the Minister of Social Development, and are officers of every magistrate’s court.

Radiographer (all disciplines)

This is one of the rapidly growing occupations in modern healthcare. Radiography is the use of X-rays, other radiation techniques or ultra sound for the detection and treatment of any illness. The radiographer works at the request of a qualified doctor or dentist. There are four categories of radiography, namely therapeutic radiography, diagnostic radiography, nuclear medicine and ultrasound.

Study Requirements:

Senior Certificate with matriculation exemption for a degree course and a Senior Certificate for a diploma course; Compulsory subjects: Mathematics, Physical Science; Recommended subjects: Biology.

Training Requirements:

The student radiographer and qualified radiographer should register with the Health and Professions Council of South Africa (HPCSA).

Potential Employers:

Hospitals and clinics (private as well as government hospitals); The Department of Health; The Chamber of Mines; The National South African Defence Force; Municipalities; Private Radiological Practices; Universities and Universities of Technology.

Skills Required:

Scientific and practical skills include the use of logical and scientific thinking to solve many different problems in medicine, the life sciences, the natural sciences, and the social and economic sciences and to get things done in a practical and meaningful way.



Social Workers

Social work is both a profession and social science. It involves the application of social theory and research methods to study and improve the lives of people, groups, and societies. Social workers are concerned with social problems, their causes, their solutions and their human impacts. They work with individuals, families, groups, organisations and communities

Study Requirements:

A Senior Certificate with matriculation exemption for a degree programme and a Senior Certificate for a diploma course. Various universities offer 3 – 4 year degrees in Social Work.

Training Requirements:

These practitioners must also obtain a license or be registered with a professional regulating body.

Potential Employers:

Professional social workers work in a variety of non-profit, for-profit, or public social service settings, including hospitals; hospices; community health agencies; schools, faith-based organisations, and even the military. Some social workers work as psychotherapists, counsellors, or mental health practitioners.

Skills Required:

As human services management, social welfare policy analysis, community organising, advocacy and teaching are part of the tasks of the Social Worker, strong social skills are needed which include the ability to work with people from different backgrounds.



Social Auxiliary Worker

A Social Auxiliary Worker provides assistance and support to social workers with the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being under the guidance and supervision of the social worker. Duties can also include administrative work.

Candidates with a Senior Certificate (Grade 12) will be considered. The HWSETA accredits service providers that offer social auxiliary training. Please make sure that the provider is recognised by the South African Council for Social Service Professions.

TB Technicians

TB technicians are responsible for operations in TB or Tuberculoses laboratories and ensure a smooth running of the labs by minimising hazards and contamination risks. He or she will also ensure compliance with all regulatory guidelines, ensure safety and help increase laboratory efficiency. Among others, he or she must be accessible to respond to emergencies with monitored and essential laboratory equipment in TB laboratories.

Study Requirements:

Senior Certificate with matriculation exemption for a degree course; Compulsory subjects are Mathematics, Physical Science with Biology as a recommended subject. The minimum educational requirement to qualify for this position is a BSc (Hons) degree in medical virology or medical microbiology or an equivalent degree, including a BTech in Medical Technology.

Training Requirements:

Further courses to improve skills levels are available.

Potential Employers:

Hospitals (private as well as government hospitals), the Department of Health, universities and diagnostic laboratories specialising in working with TB.

Skills Required:

Scientific and practical skills include the use of logical and scientific thinking in solving many different problems in the health sciences.

Ultrasound Technicians (Sonographers)

Sonographers are specialists in Diagnostic Medical Sonography. A Sonographer is an expert in the use of a Sonograph machine that uses high-frequency sound waves to project images of the area of the body that you would be examining. Many times you would begin by walking a patient through the procedure and taking any medical history that you might need in order to continue. Most Sonographers work in hospitals or medical practices. In order to obtain a degree one has to study for 2 to 4 years at a University of Technology. On the other hand if a sonographer studies for one year he may obtain a certificate but is not accredited.



Veterinarian

A veterinarian specialises in the treatment and disease management of companion animals (horses, cats, dogs, birds and other exotic pets), production animals (cattle, pigs, goats) as well as wildlife. Veterinarians are also responsible for the prevention of diseases of these animals and are involved in ensuring that food such as meat and milk is certified as disease free for human consumption and for the purposes of exports and imports, thereby caring for the health and wellbeing for both animals and humans. They design strategies for disease control such as Foot and Mouth disease and is involved in research in various fields such as veterinary tropical studies, production animal studies and companion animal clinical studies.

Study Requirements:

Senior Certificate with matriculation exemption for a degree course. Among others, compulsory subjects include Mathematics, Physical Science and English.

Training Requirements:

The Faculty of Veterinary Science of the University of Pretoria is the only institution in the country that is offering a veterinary science degree (BVSc) programme as well as a 2 year University Diploma in Veterinary Nursing (DipVetNurs). A new 6 year curriculum was recently introduced for the BVSc degree programme. Candidates have to successfully complete the degree programme to be considered for entry into postgraduate studies. The South African Veterinary Council (SAVC) is the regulatory body for the profession. After obtaining their qualification, veterinarians must register with the SAVC. Postgraduate studies up to doctoral level can also lead to specialisation and the successful candidate must also register with the SAVC as specialist.

Potential Employers:

Own practice, training hospital (Onderstepoort Veterinary Academic Hospital), universities, animal health clinics, veterinary clinics, veterinary practices and partnerships, zoological gardens, game farms, pharmaceutical companies

Skills Required:

The ability to work with and care for animals and to interact with people, clients and owners of animals. Scientific and practical skills include the use of logical and scientific thinking in solving many different problems in the veterinary science field.

The HWSETA has a separate career guide for options available to one in the field of veterinary science. Find the brochure on our website www.hwseta.org.za under publications. Click on ‘brochures’ or email hwseta@hwseta.org.za or call us on our toll free number: 0800 864 478



Vitamin Specialist

A Vitamin Specialist performs all functions relating to ordering products with an emphasis on vitamins, cosmetics and skin care and provides current, knowledgeable and courteous customer service with regard to those products. He or she is also responsible for achieving sales targets and to process invoices and returns for these products.

Do you have what it takes?

You may be close to finishing school and have not yet made a decision about what you would like to do when you are finished. Consider this

- If you ...
- ☐ Enjoy health and science classes
 - ☐ Achieve good maths marks
 - ☐ (not maths literacy)
 - ☐ Like to help people and think you would be good at helping people who are ill or injured
 - ☐ Like animals and understand the importance of animal health
 - ☐ Enjoy working with equipment and technology
 - ☐ Want flexibility in your work schedule
 - ☐ Like to work as a member of a team
 - ☐ Communicate well with others
 - ☐ Work well under stress
 - ☐ Enjoy working with your hands
 - ☐ Think you would enjoy working in a laboratory
 - ☐ Take pride in carrying out instructions well
 - ☐ Enjoy having responsibilities

- And you are ...
- ☐ A good listener
 - ☐ Patient
 - ☐ Able to follow instructions effectively
 - ☐ A good problem solver
 - ☐ Interested in learning about the human body and how it works
 - ☐ Able to keep accurate records
 - ☐ Interested in first aid and safety
 - ☐ Interested in meeting people

If you have answered YES to seven or more of these questions you may very well be suited to a career in the health or social development sector



Some Practical Advice for the future

Applying for a Job

You are going to enter the working world at some point and making a good strong job application will always count in your favour no matter whether it's a weekend job, a part time job or a full-time job once you've graduated.

Here are a few useful tips to guide you along the way as the main principles of applying for a job remain the same.

Create a Curriculum Vitae (CV) for your job applications. This is a basic document containing your personal details, key skills and work experience which gives the recruiter a bit of background about you and your suitability for the position on offer.

In most instances, you can also include a covering letter with your CV which is a short write-up telling the recruiter why you will be the most suitable to perform the job at hand. A guidance counselor or career advisor at school or college can help you put together a concise yet comprehensive CV and cover letter which highlights your most outstanding skills. If you have not formally worked at a company before you can add in your experience from doing volunteer work or vacation work.

These days the majority of available jobs are advertised online via job vacancy websites or directly on company websites. You can also use an internet search engine to help you find the exact job that is suited to your needs. Recruitment agencies still, however, place adverts in community, local

and national newspapers so be sure to keep an eye on them as well.

Most job applications are also made online so be sure to read and understand the requirements of each application and adhere to these requirements, this could mean attaching your certifications or references from previous jobs, it could also be the difference in securing an interview or not.

If you are more interested in weekend or part-time work you could take your CV along to your local shopping mall and speak to store managers about available vacancies. Even if they have no vacancies at present you can demonstrate your outgoing personality, so when they do have a vacancy you'll be the person they call.

Attending a Job Interview
Applying for a job is only the first step to finding employment. It is a successful interview that will actually determine whether you secure the job. Here are some tips for making a good impression.

When you are invited for the interview ask the recruiter for the job specification for the position you will be interviewed for. Understand what you will be required to do should you be successful for the position. Draw up a list of questions that you require clarity on in the job description. These can be addressed at the interview. You can ask what the expected start date is. Or will there be training provided? This shows your interest in doing the job.

Research the company that you will be interviewing with. This can be done with an internet search. Find out their history, knowing a little bit about the company and what they do shows your interest in the company. You can also derive if the values company holds are in sync with your own.

Before your interview, be sure to know your CV exceptionally well so that you can highlight your positive qualities or experience without having to refer to your CV. Research standard job interview questions on the Internet so that you know what to expect and consider your answers in advance. For example, many interviewers will ask "What are your strengths and weaknesses?" or "Why should I hire you?" It's a great idea to practice with a friend or parent beforehand.

On the day, make sure you show up 15 minutes early for your scheduled interview. This demonstrates your punctuality. Dress appropriately, taking an interest in your appearance shows the quality in your personality and one's respect for self. When you meet your interviewer shake hands with them, make eye contact, state your name with confidence, and thank them for their time and opportunity. When answering questions relate your previous experience so that you express how hiring you will benefit the company. If you do not have previous experience, comment on how you will be able to add value to the company. Keep your answers concise and to the point. If you don't understand a question or you didn't really

hear it properly do not be afraid to ask to have it rephrased or repeated.

Be absolutely honest in all your answers as it displays your integrity.

Let the interviewer raise the topic of salary and if asked be realistic about your experience relative to the remuneration on offer.

Throughout your interview, smile, make eye contact and be optimistic. You will never make a favourable impression with a poor attitude or by speaking negatively. When the interview is done, be sure to shake hands and thank the interviewer again.

Send a thank-you email immediately afterward and follow-up with a phone call after a couple of days.

Good luck! You may not get the first job that you apply for. Don't be discouraged. Keep trying until the right job for you comes along.

HWSETA Contact Information

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<p>Satellite Offices</p> <p>KwaZulu Natal Coastal KZN TVET College 1621 Hospital Road Ozwathini 032 294 0013</p> <p>Limpopo Letaba TVET College Block C Industrial Road Giyani 015 812 0265</p>	<p>North West Taletso TVET College Leah Mangope Highway Lehurutshe 018 363 3017</p> <p>Mpumalanga Gert Sibande TVET Ermelo Campus Hall 13 Mel Mentz Street Ermelo</p>	<p>Free State Flavius Mareka TVET College Mphohadi Campus Corner Tang Street</p> <p>Refer to the ‘contact us’ button at www. hwseta.org.za for updated information</p> <p>Toll free number: 0800 864 478 hwseta@ hwseta.org.za • www.hwseta.org.za</p>	

Sector Education and Training Authorities (SETA's)

<p>FASSET Financial and Accounting Services Sector Education and Training Authority Tel: 011 476-8570 Fax: 011 476-5756 www.fasset.org.za</p> <p>BANKSETA Banking Sector Education and Training Authority Tel: 011 805-9661 Fax: 011 805-8348 www.bankseta.org.za</p> <p>CHIETA Chemical Industries Education and Training Authority Tel: 011 726-4026 Fax: 011 726-2425 www.chieta.org.za</p> <p>FP&M SETA Fibre Processing Manufacturing Sector Education and Training Authority Tel: 011-234 2311 Fax: 011-234 2350 www.fpmseta.org.za</p> <p>CETA Construction Education and Training Authority Tel: 011 265-5900 Fax: 011 265-5924/5 www.ceta.org.za</p> <p>ETDP Education, Training and Development Practices</p>	<p>Tel: 011 372 3300 Fax: 086 604 8934 www.etdpseta.org.za</p> <p>EWSETA Energy Sector Education and Training Authority Tel: 011 689-5320 Fax: 011 689 5340/5341 www.eseta.org.za</p> <p>FOODBEV Food and Beverages Manufacturing Industry Sector Education and Training Authority Tel: 011 253-7300 Fax: 011 253-7333 www.foodbev.co.za</p> <p>HWSETA Health and Welfare Sector Education and Training Authority Tel: 011 607-6907 Fax: 011 616-7393 www.hwseta.org.za</p> <p>INSETA Insurance Sector Education and Training Authority Tel: 011 544 2000 Fax: 011 484 0862 www.inseta.org.za</p> <p>LGSETA Local Government Sector Education and Training Authority Tel: 011 456-8579 Fax: 011 450-4948</p>	<p>www.lgseta.co.za MICT Media, Advertising, Information and Communication Technologies Sector Education and Training Authority Tel: 011 207 2600 Fax: 011 805 6833 www.isett.org.za</p> <p>MQA Mining Qualifications Authority Tel: 011 630-3503 Fax: 011 832-1044 www.mqa.org.za</p> <p>MERSETA Manufacturing, Engineering and Related Services Sector Education and Training Authority Tel: 011 484-9310 Fax: 011 484-9319 www.merseta.org.za</p> <p>SASSETA Safety and Security Sector Education & Training Authority Tel: 011 347-0200 Call Centre: 086 110 2477 Fax: 011 805-6630 www.sasseta.org.za</p> <p>AGRISETA Agriculture Sector Education and Training Authority Tel: 012 301-5600 Fax: 012 325-1677 www.agriseta.co.za</p>	<p>PSETA Public Service Sector Education and Training Authority Tel: 012 423-5700 Fax: 012 423-5755 www.pseta.gov.za</p> <p>SERVICES Services Sector Education and Training Authority Tel: 011 276 9600 Fax: 011 276-9650 www.serviceseta.org.za</p> <p>CATHSSETA Culture, Arts, Tourism, Hospitality and Sport Education and Training Authority Tel: 011 217-0600 Fax: 011 783-7745 www.cathsseta.org.za</p> <p>TETA Transport Education and Training Authority Tel: 011 781-1280 Fax: 011 781-0200 www.teta.org.za</p> <p>W&RSETA Wholesale and Retail Sector Education and Training Authority Tel: 012 622 9500 Fax: 012 665 2559 www.wrseta.org.za</p>
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