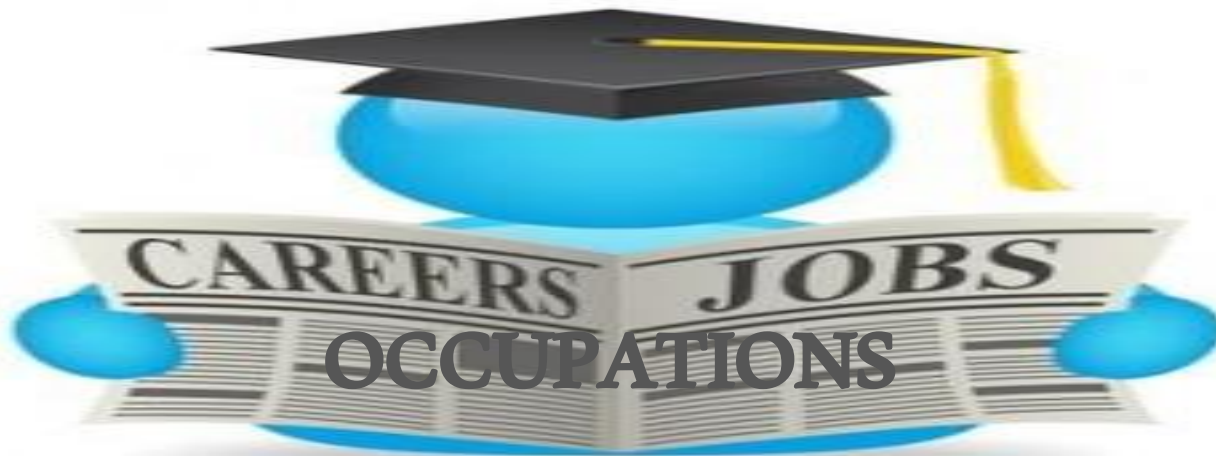


Developing a Career Plan: Getting Ready



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Objectives



Provide information which allows you to understand:

1. Definitions and examples of a job, an occupation and a career
2. Distinguish between a job, an occupation and a career
3. Steps in developing a career

ICE-BREAKER



- How do you put a giraffe in a refrigerator?
- Answer: Open the door and put him in

- How do you put an elephant in a refrigerator?
- Answer: Take out the giraffe and put in the elephant.

- The Lion King is hosting a conference. All of the local animals are in attendance but one. Who is not present?

- Answer: The elephant, he is still in the refrigerator.

- You are slated to be the final speaker at the conference. Unfortunately, to get there you have to swim a river inhabited by crocodiles. What do you do?
- Answer: You swim; all of the crocodiles are all ready at the conference.

What is a Job?

A job is a set of task and duties which are performed by a person who:

- Works for an employer
- Is self employed

◦ It is also referred to as a specific position in which a person is employed in exchange for payment.



What is a Job? Cont'd

Examples of jobs are:

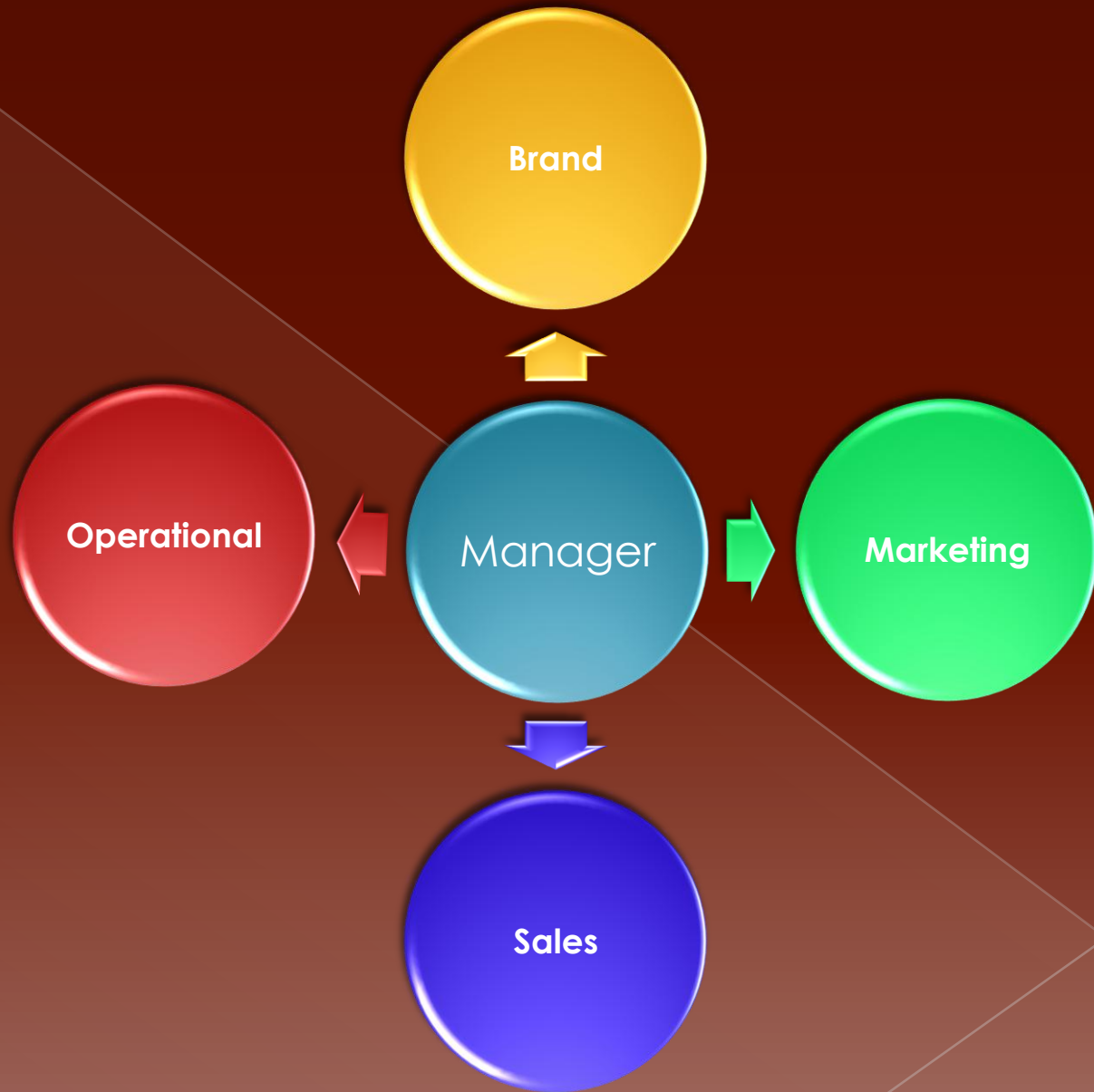
- ◉ Mathematics Teacher
- ◉ Apprentice Mechanic
- ◉ Retail Store Manager
- ◉ Wholesale Operator
- ◉ Solar Panel Installer
- ◉ Hydroponics Farmer

What is an Occupation?

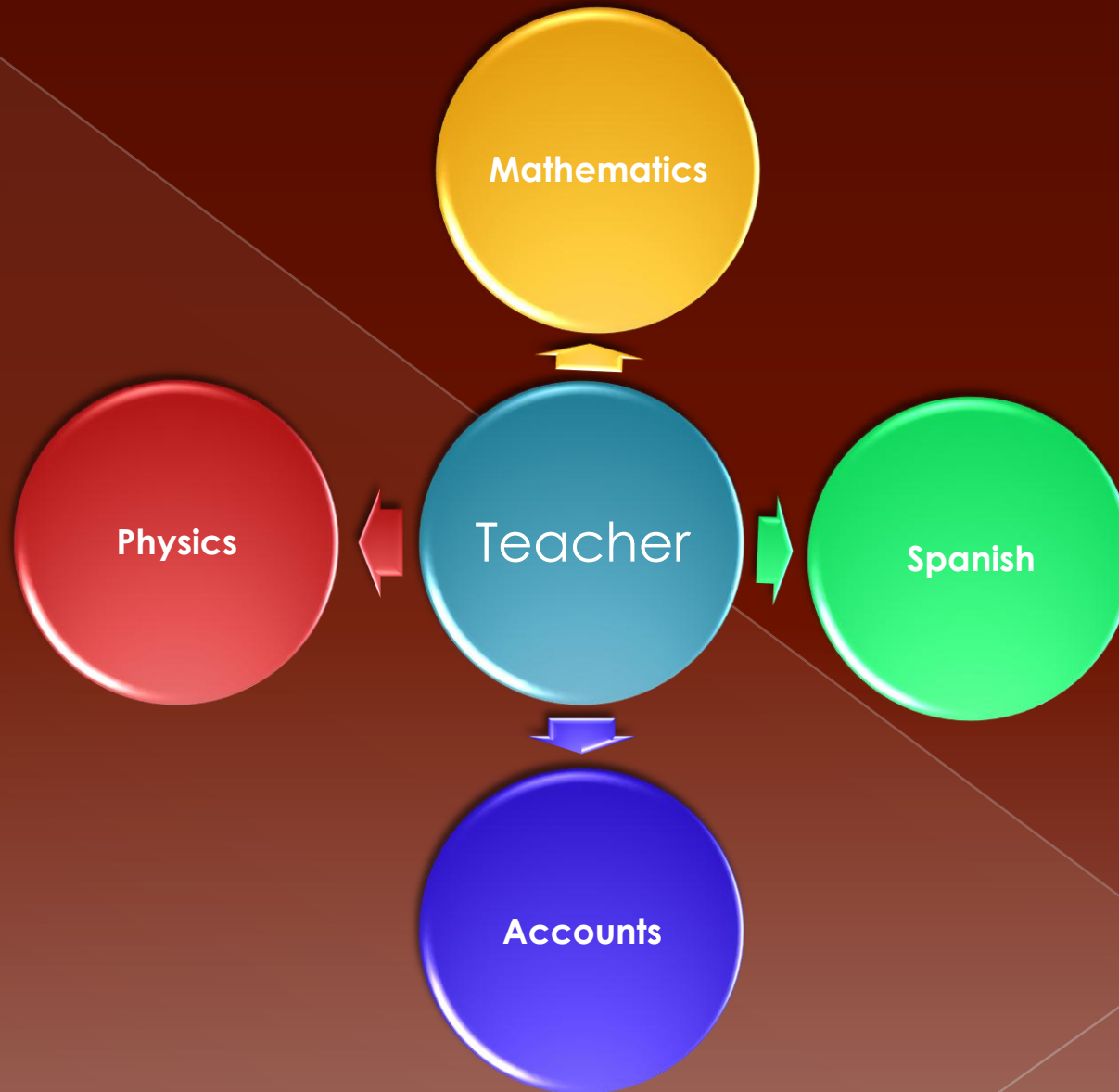
- Jobs are related to other types of jobs and form what is known as “job families”.
- An occupation is a broader set of jobs whose main types of skills and responsibilities are similar.



Examples of Occupations



Examples of Occupations Cont'd



Examples of Occupations Cont'd



Thinking Long term

- You may not consider your first job as a long term option but something that is done to earn money which you need immediately.



Examples of Entry Level Jobs

Data Entry Clerk

Cook

Accounting Clerk

Cashier

Apprentice in
Carpentry,
Masonry, Mechanic
work etc.

Shampooist



CAREER

- You can acquire more long term benefits from a job by planning for your career.
- Long term benefits include:
 - ❖ Longer periods of employment
 - ❖ Higher wages
 - ❖ More benefits for housing
 - ❖ More benefits for health and medical care
 - ❖ School fees for children
 - ❖ Increase in the ability to shop for clothing, shoes etc.
 - ❖ Vacation



Cont'd

- A career includes all the jobs, experiences, education and training which an individual receives within particular industry overtime.

Mapping Careers from Entry Level Jobs



DATA ENTRY CLERK
 Qualification required five or more CXC Subjects

ACCOUNTANT TECHNICIAN LEVEL 1
 Minimum requirements CXC Subjects

COOK
 Minimum requirement CXC subjects

SHAMPOOIST
 Minimum requirement CXC subjects

ADMINISTRATOR
 Minimum Qualifications Certificates/ Associate Degree/ Diploma

ACCOUNTANT TECHNICIAN LEVEL 3
 Associate Degree and /or Government

LINE COOK
 Level 1 Certificate in commercial food preparation

JUNIOR STYLIST
 Cosmetology Level 4 Certificate at

JUNIOR MANAGER
 First Degree or Associate Degree plus 3 years experience

PROFESSIONAL ACCOUNTANT
 BSc in Accounts

SOUS/COMMIS CHEF
 Level 3 Certificate in Commercial Food preparation

SENIOR STYLIST
 General Beauty Therapy Certificate Level 4

SENIOR MANAGER
 Master Degree with at least 5 years experiences.

PROFESSIONAL ACCOUNTANT LEVEL 2
 Bsc, Accounts 3-5 years experience

HEAD CHEF
 Level 4 Certification 2-4 years experience

BEAUTY THERAPIST
 General Beauty Therapy Diploma

EXECUTIVE CEO
 Master degree with atleast 5-10 years experience

PRINCIPAL FINANCIAL OFFICER
 MSc. Accounts 10 years experience

EXECUTIVE CHEF
 Bachelors Degree in culinary arts

RESEARCH CHEMIST BEAUTY PRODUCT DESIGNER
 BSc in Chemistry or Comestic Science

Examples of a Career 1

Intelligence Collection/Analysis

This field acquires skills in analysing, detecting and mitigating risks associated with cyber-crime. A wealth of knowledge was gained by this individual who worked for eight (8) years in this field. His work began as a passion for video games, fixing computers and creating web pages. He is a graduate with a BSc. Degree in Management Information System.

Examples of a Career 2

Personal and Beauty Care

She has over 20 years of experience, and her first job involved caring for her sisters' natural hair.

She became certified and expanded by developing her own natural hair products which is exported overseas.

Examples of a Career 3

Food Preparation and Cuisine

He always had a passion for cooking and food presentation and began at an early age to prepare meals for his family which they absolutely enjoyed. He pursued this area in high school where his group won an award for best tasting cultural food. He became certified as a Chef who is skilled in cooking Indonesian, German and Mexican cooking. He currently works in a five star hotel.

Activity # 1 and Clip



Which picture best describes you?

#1



I have no idea what I want to do

#2



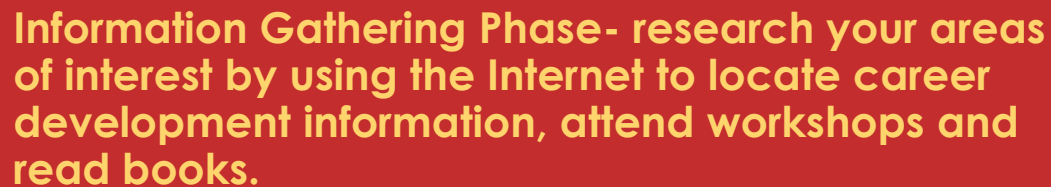
I have started my Career Path

Four Main Steps to Developing a Career

Self Assessment Phase – get to know your preferences, values, interests and skills



Information Gathering Phase- research your areas of interest by using the Internet to locate career development information, attend workshops and read books.



Decision Making Phase- pursue training and education in your field of interest, volunteer in the area, obtain summer job, job shadowing etc.



Action Phase- identify recruiting companies, improve your job network, submit applications for jobs.



Self Assessment

- ❑ **Interests** – Activities you enjoy doing such as hobbies and subjects
- ❑ **Values** – Things that are important to you. They motivate you
- ❑ **Skill** – Your ability to do something well.
 - **Communication Skills**
 - **Problem Solving/Creative Skills**
 - **Planning/Organising**
 - **Analytical/ Research Skills**
 - **Computer/Technical Skills**



Can you think of any other skills?

Getting to know YOU!

Aptitude – Artistic

- ✓ Creative, Imaginative, talented, dramatic and expressive.



Subjects: Clothing & Textile, Music, Technical Drawing, Visual and Theatre Arts

Related Jobs: Actor, Musician, Interior Decorator, Broadcasters, Animator, Graphic Designer

Getting to know YOU!



Aptitude - Conventional

- ✓ Prefers well-ordered environment arrange and record numbers and letter combinations. Most effective at well defined tasks.

Subjects: Principles of Accounts, Principles of Business, Office Administration

Related Jobs: Accountant, Sales Clerk, Librarian, Banker, Secretary, Receptionist

Getting to know YOU!

Aptitude- Investigative

- ✓ Scientific oriented. Enjoys analytical research and mathematical activities. Seeks to learn the facts about something hidden, unique or complex.

Subjects: The Sciences, Mathematics, IT
Related Jobs: Doctor, Forensic Scientist, Meteorologist, Researcher, Actuary



Getting to know YOU!

Aptitude- Realistic



- ✓ Active and enjoy manual activities such as buildings, mechanics, machinery. Enjoys working with plants and animals.

Subjects: Building Technology, Mechanical Engineering, Agricultural Science, Physical Education and Sports

Related Jobs: Carpenter, Engineer, Mechanic, Gym Instructor, Pilot, Military, Electrician

Getting to know YOU!

Aptitude – Social



- ✓ Loves helping people and Solving Problem. Strong verbal communicator with excellent interpersonal skills.
- ✓ **Subjects: Religious Education, Social Studies, English, Spanish, French, Human and Social Biology, Home Economics**

Related Jobs: Teacher, Nurse, Social Worker, Counsellor, Human Resource Officer, Linguist

Getting to know YOU!

Aptitude – Enterprising

- ✓ Energetic, ambitious
adventurous, sociable.
They avoid routine activities
and are effective public speakers.



Subjects: English Language, Principles of Business,
Caribbean History

Related Jobs: Salespersons, Immigration/Customs
Inspector, Chef/Head Cook

Activity # 2



Information Gathering



Research types of careers, jobs, responsibilities, associated qualifications and salaries.

- ❖ Research Methods: Books, Newspapers, Workshops, databases.
- ❖ Labour Market Information System (LMIS)
 - Labour Market Intelligence

Decision Making

- Volunteering
- Part Time Work
- Internship
- Summer Work

These helps to make “hands on” decisions on making career choice





Action Phase

- Search for Hiring Employers
- Search Vacancies
 - Classifieds
 - Databases
- Network, attend career expos
- Prepare Application letters and attend interviews

**For help and Information visit
Labour Market Information Website
www.lmis.gov.jm**

*THE END
and Thank
You!!*

