



“DEVELOPING A CAREER PLAN FOR YOUR FUTURE”



When children are asked what they would like to be when they grow up, the most common responses are, “a Doctor, Lawyer, Pilot, Teacher etc.” This is because they are familiar with these occupations.

As you transition from childhood to youth and young adulthood, it is imperative that you gain an understanding of different types of jobs so that you can choose your career.

What is a Job?

According to the International Labour Organization, a job is “a set of task and duties which is performed by a person who:

- Works for an employer
- Is “self employed”

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

Some examples are:

- Executive Chef
- Solar Panel Installer
- Brand Manager
- Natural Hair Stylist

What is an Occupation ?

An occupation is a set of jobs whose main tasks and duties are characterised by a high degree of similarity, for example a Chef can be categorized as Commis, Sous, Executive etc. Managers are grouped according to areas of specialization such as Branding, Marketing and Sales. Similarly, a worker who does installations may be trained to install solar panels, electrical, air condition etc. In essence, an occupation is the broader category to which all the job families belong.

With the current economic situation in Jamaica, a job is often perceived as a means to an end, satisfying an existing need such as paying for groceries, utility bills, rent and school fees. However, you can acquire more long term benefits, for instance longer periods of employment, higher wages and more benefits for housing, health and medical care, if you have a long-term vision of what you want to do and know exactly how to get it. This is usually helped by developing a Career Plan.



What is a Career?

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

A student may not have thought about a career path until Grade 9, while choosing subjects to prepare for CSEC Examinations. These choices determine what is studied at college or university and careers to be pursued in the future. Some students may not even decide until they are in tertiary institutions or when they are about to enter the job market.

Since good academic performance determines the number of CSEC subjects you take, as well as the type of programmes which you are allowed to choose at the tertiary level, it is best to start working towards acquiring good grades as early as Grade 7. In other words, you would have begun to chart your career path from you enter high school. However, academic performance may not be the only factor which decides your career path, but other innate skills, abilities and preference.

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Holy Trinity High School 2015

Some examples of careers, along with related jobs and experiences are indicated below.

Intelligence Collection/Analysis

This field requires 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.

Personal and Beauty Care

She has over 20 years experience in beauty care, and her first job involved caring for her sister's natural hair. She became certified and expanded her business by developing her own natural hair products, which is exported overseas.

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 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 cuisine. He currently works in a five star hotel.

You may have a problem deciding on which career to choose. Here is a Career Plan with four broad steps to help you make up your mind.

CAREER PLAN

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; attending workshops; and reading career articles.

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

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



For the Self Assessment Phase, it is important to know your preferences, values, interest and skills. This helps in subject selection. The table below relates your personality, according to the CSEC subjects and some corresponding job.

Table1: Relating Aptitude to Subjects and Occupations

<i>Types of Aptitudes</i>	<i>Description</i>	<i>Related CSEC/GCE Subjects</i>	<i>Corresponding Occupations</i>
Artistic	Uses imaginative talents, visual creativity, musical abilities, dramatic talents, communicates in an expressive manner	Music, Clothing & Texture, Technical Drawing, Visual and Theatre , Computer Aided Design (CAD)	Actor, Musical Artist, Clothing Designer, Choreographer, Musician, Interior Decorator, Graphic Designer, Broadcasters, Architect or Animator.
Conventional	Prefers a well ordered environment and view themselves as responsible, orderly and efficient. Possesses numerical, clerical and organisational abilities .	Principles of Accounts, Principles of Business, Office Administration, Information Technology	Accountant, Sales Clerk, Banker, Secretary, Receptionist, Budget Analyst, Purchasing (Procurement) Clerk, Financial Analyst, Librarian, Data Entry Clerk, Database Manager
Investigative	Seeks to learn the facts about something hidden, unique, or complex, scientific oriented, enjoys analytical research and mathematical activities. Likes to solve complex problems.	Integrated Science, Mathematics, Biology, Chemistry, Geography, History, Physics, Chemistry, Economics, Information Technology	Doctor, Forensic Scientist, Meteorologist, Nurse, Researcher, Environmental Scientist, Archaeologist, Geographer, Economist, Actuary, Computer Security Analyst, Computer Technician, Mathematician
Realistic	Enjoys manual activities such as buildings, mechanics, machinery and love to work with plants and animals. Active and stable.	Agricultural Science, Building Technology, Mechanical Engineering Technology, Physical Education	Technician, Carpenter, Engineer, Mechanic, Pilot, Electrician, Veterinarian, Military, Athlete, Gym Instructor, Sports Coach, Architect, Welder, Mason, Plumber, Landscaper
Social	Values helping people and solving social problems. Verbal communicator with strong interpersonal skills	Religious Education, Social Studies, English Language and Literature, French, Spanish, Human & Social Biology	Pastor, Teacher, Social Worker, Counsellor, Psychologist, Interpreter, Human Resource Officer, Nurse, Linguist, Doctor, Trade Union Worker
Enterprising	They are energetic, ambitious, adventurous, sociable and self-confident. They avoid routine activities. They are effective public speakers and are generally dominating.	English Language and Literature, Principles of Business, Caribbean History. Economics, Law	Business man, Salespersons, Sales Manager, Advertising and Promotion Manager, Marketing Manager, Brand Manager, Politician, Lawyer, Public Relations Manager, Travel Agent

Source: http://www.hopkinsmedicine.org/B8251FE1-04CA-4C7C-AB42-F1CBF8ABD5F7/FinalDownload/DownloadId-F1550F19394F67D6DFC9995E3CFB2E27/B8251FE1-04CA-4C7C-AB42-F1CBF8ABD5F7/fac_development/ documents/lisa_heiser_faculty_development_handout.pdf

What is a Skill?

A skill is the ability to do something well, usually gained through training or experience. It is good to assess and develop your skills when developing a career plan. This is so as it allows you to determine which skill needs further development in order to match your potential career.

- Leadership/Management Skills
- Adaptability/Flexibility
- Planning/Organising
- Interpersonal abilities/Team work

There are also employability skills which must be crafted in the career plan as these skills are critical to employment. Examples of these skills are:

- Communication
- Analytical/Research
- Computer/Technical

What is Multi-skilling?

Multi-skilling is the training of an individual to perform multiple skill sets. For example, an Electromechanical Technician is skilled in diagnosing and repairing electrical and mechanical problems to equipment.



What is summer employment?

This is the placement of students, usually 16 - 24 years into temporary jobs during the summer, which spans June to August in Jamaica. Although employed for a short period, a number of benefits can be derived from summer employment such as:

- practical experience to develop your skills and work experience
- financial rewards to assist in furthering your education or otherwise
- better utilization of time in productive activities
- opportunity for permanent employment, based on your performance

Tips on obtaining summer employment

• Know Your Skill Sets

This will help you to match your skills with jobs which relate to them. You will then apply to organizations where you can gain more experience in developing your skills set.



• Start Job Hunting Early

Being in a competitive job market means that organizations operate on a "first come first serve basis". It is therefore important to submit your *résumé* on time. An ideal period to start applying is from January to April.

• Create a *Résumé*

Students normally have limited or no formal job experience and qualifications. However, you can still impress employer's with professional *résumés*.

This *résumé* must list unpaid work experiences, extracurricular activities, volunteer stints, and class work/ projects related to the prospective job. You may visit our website at www.lmis.gov.jm to view examples on how to construct a *résumé*.

• Prepare to Ace the Interview



You can do a mock interview by practicing with family members, friends, etc to get their feedback. Be sure to arrive early for the interview, bring your *résumé* and remember to turn off your cell phone. Be confident and enthusiastic about the position being applied for. You may visit our website at www.lmis.gov.jm for more information on job interview techniques.

• Search for Jobs in Growing Industries

Growing industries indicate that there is prospects for employment within these sectors. This will increase your chance of obtaining summer employment and being retained afterwards. Among the growing industries and those with prospects for employment in Jamaica are:

- Business Process Outsourcing
- Agriculture, Forestry and Fishing
- Information, Communication and Technology
- Hotel and Tourism
- Creative Industries
- Logistics Hub

Visit the Labour Market Intelligence Page at www.lmis.gov.jm for information on "Labour Market Trends and Prospects for Employment in Jamaica".



- **Explore all Options Available to Search for Jobs**

There are many options which are available to search for jobs. This include the LMIS and other online search facility, newspapers and job banks from various organizations. In addition, use your network by asking family and friends about job possibilities. The churches, clubs, societies and other social groups could also be sources of help.

- **Register with Youth and Employment Programmes**



These include the National Youth Service (NYS), National Council for Youth Development (NCYD), Tourism Enhancement Fund, Social Intervention Programmes (SIPs) etc.

- **Be Honest About Your Time Commitments**

If you hope to develop a long lasting relationship with this employer, you have to be truthful. Once you have been offered a position, be honest about your time commitments in the summer and during the school year, if the job lasts beyond the summer.

- **Be Creative and Flexible-Volunteerism and Entrepreneurship**

If you are insistent on working at an organization which has no job vacancy, then volunteering may be a good option to gain the work experience which you need. This is particularly important since employers require at least 2-5 years work experience. Having a job does not necessarily mean going to a place of work. You can also create own employment by using your skills to generate your work.

Some business prospects include:

- A) Webpage designing
- B) Beekeeping
- C) Natural Hair Stylist
- D) Gaming

With more jobs moving online in this digital age, students should look for virtual work on the computer such as telemarketing or social media tasks.



LMIS 2014-2015 HIGHLIGHTS



Donna Harris (1st Left), Hon. Derrick Kellier (2rd Left), Jacqueline Mazza (3rd Left), Andrea Miller- Stennett (2 right), Phyllis Mitchell (1st right) Permanent Secretary, Mr. Alvin McIntosh (back centre) and Everton Pryce (back left) join in a cake cutting to mark the official opening of renovated offices at the Electronic Labour Exchange (ELE) on Tuesday, August 19, 2014 at 1F North Street in Kingston,



Director ,(ELE) Mr. Lyndon Ford outlines the services of the LMIS to prospective clients at a Corporate Cocktail on September 11, 2014 at the Knutsford Court Hotel, Chelsea Avenue, Kingston which was held to welcome new employers and partners to the LMIS and thank current ones.



Patrons view the LMIS Booth at the Career and Lifestyle Expo/ Symposium & Job Fair organized by Hamilton Knight and Associates on October 22, 2014 at the Jamaica Pegasus Hotel in Kingston.



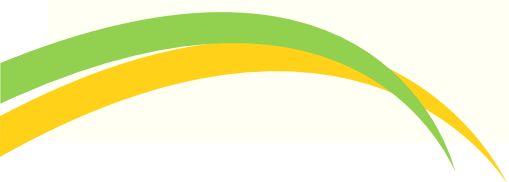
The Human Resource Management Association of Jamaica (HRMA) invited the LMIS Team to a Conference focusing on "People Passion Purpose – Renewal & Productivity" at the Knutsford Court Hotel on November 19, 2014.



A satisfied LMIS Team posed at the end of the Annual Sagicor SIGMA Corporate Run, held on Sunday, February 22, 2015 at Emancipation Park in New Kingston

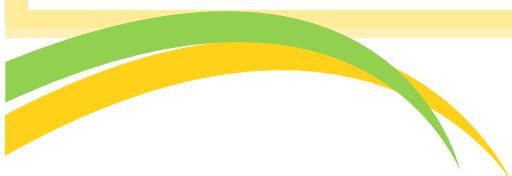
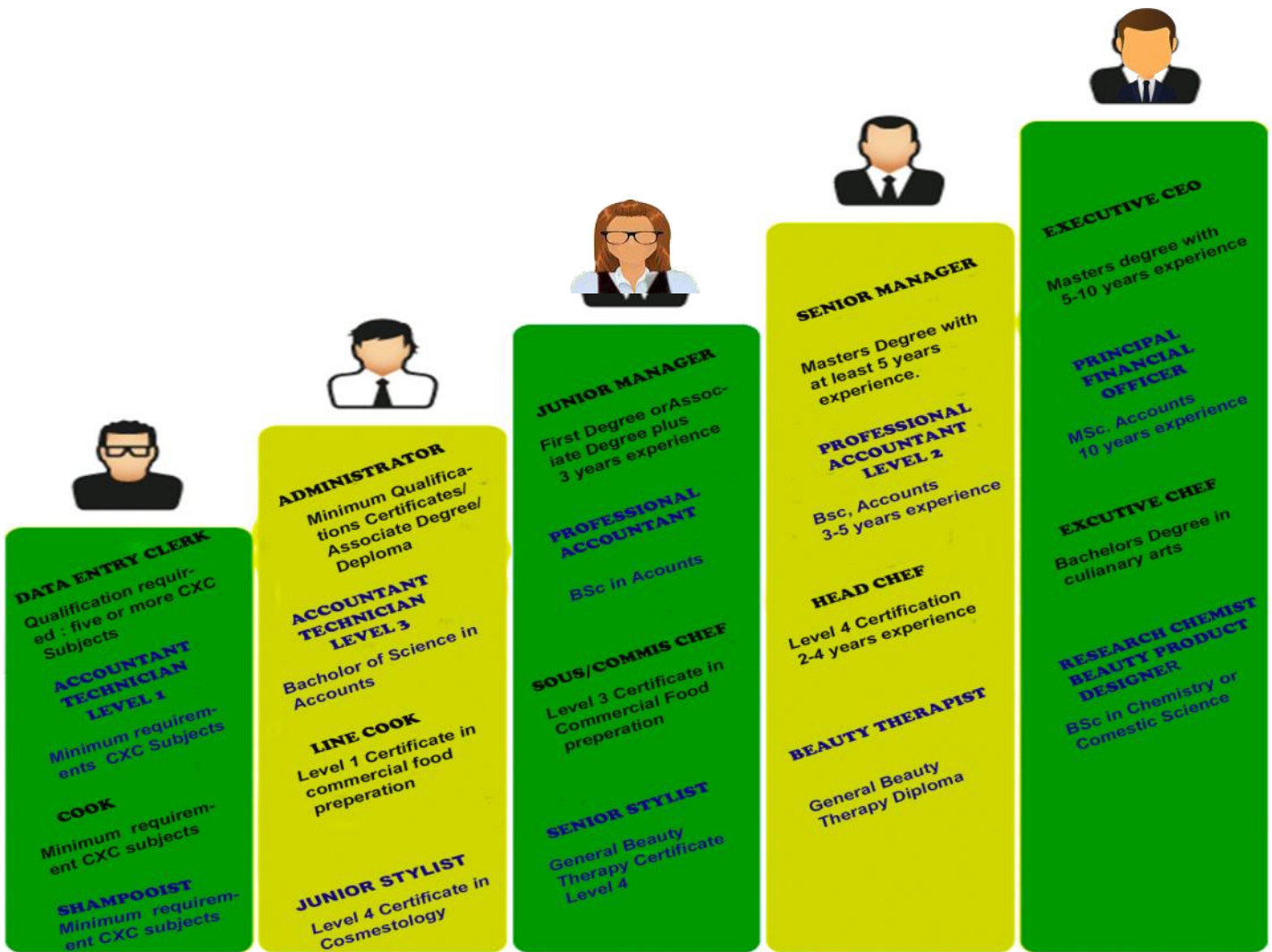


The LMIS Team posed with 2nd Place award following their successful participation in the UWI Career Day Expo from February 27-28, 2014 at UWI, Mona Campus where they promoted the Ministry's services and employment opportunities.



MAP CAREER PATH FROM ENTRY LEVEL POSITIONS TO HIGHER ONES

Many workers in Jamaica can testify that their stint as temporary entry level workers have helped them to gain permanent employment and propelled them into higher levels of their professional development. Here are examples of entry level positions for summer workers and a chart showing how they can move up the ladder.



HOLY TRINITY 2015

LMIS CAREER DEVELOPMENT ACTIVITIES

The LMIS participates in career development activities across the island with ten (10) dissemination sessions held in 2014. Since 2011, the LMIS has been working with the Holy Trinity High School which faces a number of challenges, being in the inner-city. During March 2015, the initiative included the administration of personality tests to 300 Grade 7 and Grade 9 students.

Grade 7 students were exposed to a variety of jobs outside the traditional ones while the Grade 9 students who were preparing for subject selection were able to match subjects to different careers. Grade 11 students participated in career development activities relating to the theme “Life after Grade 11”. During the programme, they were sensitized on dress code and work ethics in the workplace. Presentations were done on “Labour Market Trends”, “Social Intervention Programmes”, “Job readiness and retention skills” and “Labour laws”. The services of the Ministry of Labour and Social Security were also showcased through booth presentations, which include Social Intervention Programme and the National Insurance Scheme (NIS).



LMIS team participated in a Day of Activity with the theme “Life after Grade 11” at the Holy Trinity High School.

UPCOMING STUDIES AND ACTIVITIES



LOGISTICS HUB STUDY



GREEN ENERGY STUDY



EMPLOYMENT IN RENEWABLE ENERGY, SOLAR AND WIND ENERGY.



CANADIAN FARM WORK PROGRAMME IMPACT STUDY

For further information, you may contact us at:
The Ministry of Labour and Social Security
1F North Street
Kingston.

Phone: 922-9500-8

E-mail - customerservice@lmis.gov.jm

website: www.lmis.gov.jm

@Jamaica Labour Market Information System

