

Which direction for a career?

To examine your career options, you should first gather as much information as possible.

Here are some places where you can get advice.

School

Your careers library will have some basic information on a variety of occupations. Ask the librarian questions like:

- What does someone with this job do?
- What subjects do I need to study?
- What courses are available?
- How long will it take to train?

Also use careers advisors to expand your list of career ideas by finding out about related options. Many schools have work experience programs which give you the chance to check out a job which interests you.

Career Information Centres

Resources in these centres include printed information about jobs, and tertiary study reference materials such as university and college handbooks. There are 12 Career Information Centres throughout the country. Assistance from staff is also available.

Employers

You could talk to employers in areas you find interesting. You might ask them questions such as:

- What are the most demanding aspects of the work?
- What is the most preferred method of working?
- Are there courses which will prepare me for the work?

Parents, friends, relatives

Relatives and friends can be helpful in giving you insights into the daily routine of an occupation. By questioning them, you can expand your knowledge of the work. Another option is to use this group to arrange industry contacts or check out potential job vacancies.

Universities and colleges

These institutions have careers advisors who can help prospective students. You can also take advantage of their open days. During these days, you can look at the facilities offered- and chat to tutors and lecturers.

Internet

Don't forget the Internet. One great site to visit is the government careers directory.

Getting it all together

You will no doubt gather lots of information, but it's easy to forget details, so you should collect your information using a folder or filing system to ensure that your information is kept up-to-date.

Questions 1-6

Using **NO MORE THAN THREE WORDS** taken from the text 'Which direction for a career?', complete the summary below.

Write your answers in boxes **1-6** on the answer sheet.

Both schools and universities have **1**..... to assist students with job information. Schools may also run **2**..... for practice at specific jobs. There are several **3**..... which advise clients on careers. Acquaintances can sometimes provide **4**..... and colleges also hold **5**..... Finally, for those with access to the Internet, the **6**..... is a useful source of information.

Questions 7-12

Do the following statements agree with the information given in the text 'Which direction for a career?'?

In boxes **7-12** on your answer sheet, write

TRUE if the statement agrees with the information
FALSE if the statement contradicts the information
NOT GIVEN if there is no information on this

7..... Job seekers should speak to their school principals about future careers.

8..... Career Information Centres do not offer information on tertiary courses.

9..... Prospective employers could be consulted.

10..... Job opportunities may be discovered through friends.

11..... Tertiary institutions encourage prospective students to enrol in their courses.

12..... Job seekers should keep all their information in one place.

Solution:

- | | |
|--|------------------|
| 1. a careers library
(careers advisors) | 7. NOT GIVEN |
| 2. work experience
programs | 8. FALSE |
| 3. Career Information
Centres | 9. TRUE |
| 4. industry contacts
(insights) | 10. TRUE |
| 5. open days | 11. NOT
GIVEN |
| 6. government careers
directory | 12. TRUE |