

Your online career aptitude planning tool

Prepared for

Sample User

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The purpose of this instrument is self-discovery. It is designed to help people identify their natural personal strengths and their potential interests. As a self-administered set of questionnaires, this is not a psychological test and thus the intervention of a third party for interpretation is not required. The Career Manager survey results should not be used to identify, diagnose, or treat psychological, mental health, and/or medical problems. The user is explicitly instructed to make own decisions and assumes sole responsibility for any actions or decisions that are made as a result of using this aid to self-mastering. By using the Career Manager decision framework online assessment, you expressly waive and relinquish any and all claims of any nature against Career Manager, any affiliated company or group or schools and/or their employees arising out of or in connection with the use of this assessment.

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Highlights : from your exercises, and about what lies ahead

People

E

You enjoy being around people more than being alone.
Find: Careers where fairness and a cool head in dealing with others form a significant part.

Data

N

You like to understand underlying theory and principles rather than just detail, information has to make sense in a wider context or pattern.
Find: Careers where your own sense of understanding when dealing with others will be acceptable.

Things

Realistic

You deal well with machines, tools and things in order to perform tasks and operations.

There are thousands of jobs about which you know nothing

Fix It

Make a start
Learn the steps
Enter the market

Strength

Your bargaining point

Excellent leaders, make important decisions with confidence.
Take on opportunities where your strong will, honesty, directness and dedication will matter.

Weakness

Don't offer It

Judgmental, stubborn and conventional.
Be wary of situations where your energy will be drained by having to consider too many opinions and sentiment that does not really satisfy your standards.

CAREER DEVELOPMENT GAME PLAN

Your career deserves a game plan. There are principles and tactics you can employ to master this game and achieve winning results. These principles are universal and can be applied throughout your career to steer you to a fulfilling career.

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Introduction

Choosing your career is one of the most important choices you will ever make. The average person will spend over 90 000 hours at work during his or her lifetime, so it makes sense to put effort into this decision to ensure you work in a field that suits your unique personality, where you feel fulfilled and where there are good prospects. The alternative is to cruise along and try out different careers, but this is costly, can be very frustrating and you may end up in a position that you hate. It is true that most people are mentally able to perform many careers, but you have specific natural fits to your personality type and it will be well worth your while to discover them.

Why should I manage my career?

 You have choices <p>Some are more suited than others As you grow, your choices grow as well.</p>	 Getting the job <p>Knowing what job you want does not guarantee that you will get it. You must go through the necessary steps and gain the qualifications and experience needed for it.</p>	 Getting the right job <p>A bad job fit is a recipe for misery.</p>
 Changing jobs <p>The job market is ever changing, and you must evolve with it.</p>	 Caring for your children <p>Should you wish to start a family, this may impact your career choices.</p>	 Improving social good <p>As you gain experience, you may wish to use this to give back to the community and help others.</p>

What the game is about

 A lot of information	 Data to organise
 It is a market - an exchange	 It goes on, lifelong
 Career management skills - get good at it	 Tactics - to make the difference

The career scene is a marketplace

You have to trade

The career market is just that – a market where you trade your time and skills for money and experience. You should know what you have to offer and what you want.

Two aspects come into play here: You and the jobs/careers.

YOU

Start with you. What do you want? What are you interested in? What are your ambitions? Completing this online questionnaire will help you develop a mind map about yourself.

JOBS AND CAREERS

There are only a number of jobs that will suit you well. You have to match your characteristics with that of the job to help you narrow down the options out there.

ACTION

After the mental paper exercise of ordering information, learning about yourself and matching that to the available jobs in the market, it is time to take action. This means getting the right qualification and concrete experience required by your ideal employer. You must craft a CV and start familiarising yourself with job advertisement avenues.

More about the Career Manager process

1. Complete the online **questionnaires**



2. Download the **report** that firstly summarises your makeup/style and secondly roughly outlines jobs and careers and gives tips for the steps ahead.



3. Feedback - you have the option to have a mentor conduct a feedback session with you to discuss your report findings.



4. The outcome is a focused approach to your career, having matched your style with the job market. It is now up to you to consider your suitable options according to needed qualifications, location, availability and physical demands.



You and your **Style**

Your **Style** can best be described as Extroverted Thinking

YOU

Your profile is known as the Guardian. Some key words to describe your type:

- Dependable
- traditional and loyal, paying attention to others and trying to be reliable, creating stability and structure.

You are a natural leader in a situation where information is readily available to you.



The job marketplace is an exchange market. You have skills and time and offer them in return for a salary and experience.

You offer

- A rule follower, as a child you strove to be a "good" student
- Can be conservative in your choices, from finances to how to spend a weekend
- Strong sense of duty and family responsibility
- You rely on and stick to your principles
- A natural leader with the capacity to be an authority figure - you like to be in charge
- Good with logistics and details
- Excellent at organising and creating structure; very thorough
- A finisher - you follow projects through to completion

Watch out:

- Don't like waste, whether food or time, and you spend energy avoiding this
- You don't like a messy living or work space
- No patience with incompetence

You want

You are

Organised
Clearly structured
To provide stability and predictability

You want

A workplace where the getting the job done correctly is appreciated and rewarded

The learning style that suits you best

If you find your learning style profile below an accurate reflection of how you perceive yourself, you will deal with your studies comfortably. It helps you to make the best of what you have.

As learners, people with your profile

You have good concentration and focus
Value knowledge with practical application
Learn better with others than alone
Enjoy analysing things rather than linking ideas.
Lean better in hands-on training situations
Dislike abstract ideas and theory
Prefer clear goals
Motivated by personal achievement, status development and recognition
Prefer proven ideas to untried ones



Your optimum learning environment

YES

A structured environment

- With "here and now" activities such as teamwork tasks or role-playing
- Where there is a clear purpose

where you

- can move into the limelight - e.g. chair meetings, present ideas or lead discussions
- are involved with others/working in a team
- can learn techniques that have practical benefits, e.g. time saving, conflict resolution, etc.
- can practice techniques with coaching and feedback
- are exposed to a model you can copy, such as an expert or respected boss
- can immediately implement what you have learnt

Learning environment least suited for you

NO

An environment

- Where your role is passive (listening, reading, watching)
- Where you are required to analyse and interpret lots of data
- Where you have to work alone
- Where the learning is abstract/theoretical and not related to an immediate need or practical benefit
- Where you can't see the benefit of the learning exercise, i.e. shorter meetings, standardisation, greater efficiency)

You now know your learning style. Now you can choose the type of learning that suits you best.

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Understanding your strengths and weaknesses

It is important to know yourself if you want to be happy and successful in your career. It helps you to understand your values and abilities and find both what fits and what doesn't



Your Strengths are

YES

Most dominant

- Natural charisma
- Can inspire and motivate others - very popular

Other possible strengths

- Pleasant, good-natured
- Enthusiastic and joyful
- Effort goes into fulfilling duties
- Responsible and practical - takes care of day-to-day necessities
- Good money managers
- Artistic and creative

Your Weaknesses are

NO

Biggest challenge

- You may seem overly aggressive to others. You have a strict dedication to logic that may make you seem unwilling to consider the perspectives of another

Other traits to work on

- Your belief that you are always right
- You don't express emotions naturally
- Use of insensitive language that may hurt others
- Tend to be materialistic and status-conscious
- Generally uncomfortable with change and new territories
- Poor understanding of the feelings of others.

Famous people

Here is a list of well-known people who share your profile, based on their lives and work
It could help you to research some of these people to understand how they came to their success.



Some of these famed figures include:

- Alan Shearer - Football Player
- Andrew Jackson - American President
- Bette Davis - Actress
- Billy Graham - Evangelist, Writer
- Bobby Moore - Football Player
- Carrie Nation - Advocate
- Elliot Ness - Prohibition agent
- Emma Watson - Movie Actress
- George W. Bush - American President
- Grover Cleveland - American President
- Hillary Clinton - Politician
- James Monroe - American President
- John D. Rockefeller - Industrialist, Philanthropist
- Lyndon B. Johnson - American President
- Michelle Obama - Lawyer and writer. Wife of 44th President of the United States
- Pat Summit - Basketball coach
- Robert A. Taft - Governor of Ohio
- Sam Walton - Founder of Wal-Mart
- Steven Gerrard - Football Player
- William Henry Harrison - American President
- Zinedine Zidane - Football Player

In order to make the best of your career search, you need to understand the way in which you deal with relationships

People with your profile are known to be extremely determined and reliable as far as personal relationships are concerned. When committed they will try very hard to make a relationship work. It is unlikely that they will be spontaneous or unpredictable and may even be seen as boring by some other types.



People with your style are very trustworthy and committed partners and colleagues, and be willing to do everything in their power to ensure that the relationship is strong and stable. Because they tend to have strong principles their determination can often turn into stubbornness, with this type believing that they are always right. Such an attitude is very dangerous in any relationship. A strong self-confidence can be very attractive, but it also poses a risk others may feel threatened or at least annoyed by it.

Despite being very social this type is normally not very good at reading the feelings of other people and can often be quite inattentive when it comes to sensing how colleagues and partners feel.

Generally, people with your profile are very direct and honest with their colleagues and romantic partners. They find it easy to express their satisfaction when everything is going smoothly and their colleagues or partners are meeting all their needs. If something threatens the relationship, they will try to deal with the issue by approaching it directly rather than attempting to sweep it under the carpet. Their approach is likely to be highly rational and unemotional, even if the actual issue is quite sensitive -- many other types will appreciate the level-headedness and calm of this type.

Making the best of your relationships

- Surround yourself with people who aren't intimidated by you and who respect your direct approach
- Don't drive others as hard as you drive yourself
- Make it a rule to mention a job well done; not only what is wrong
- Become aware of your hurt and fear and distinguish it from anger
- Don't tell others what to do and not to do. Don't assume that you know best
- Learn to control your temper and check yourself when you become impatient. Leave the room to cool down
- Listen to the other person's point of view
- Set realistic limits for yourself and others. Learn what "good enough" means
- Let go and learn to relax

Job and Career classification

The six **Interest Types** to classify work experience

There are too many jobs to match each one with your profile, but most jobs have a combination of characteristics that affect the people doing that job, such as physical demands, location, salary, prospects, etc. Jobs are not inherently pleasing or repulsive, but different people prefer different mixes of these characteristics.



One of these characteristics is the job's interest type.

The **interest** types are

1. Realistic
2. Investigative
3. Artistic
4. Social
5. Enterprising
6. Conventional

Mixed in different proportions these make up most jobs.

What is your preferred mix?

The recipe for you

It turns out that your best job recipe will have the above ingredients in more or less the following proportions and in order of importance:

Social	
Realistic	
Investigative	
Conventional	
Artistic	
Enterprising	

See more detail on each **interest** type and how it fits into careers below

Understanding the **Interest** Types

Realistic (Doers)

You:

- Likes to work with animals, tools, or machines; generally avoids social activities like teaching, healing, and informing others;
- Has good skills in working with tools, mechanical or electrical drawings, machines, or plants and animals;
- Values practical things you can see, touch, and use like plants and animals, tools, equipment, or machines; and
- Sees self as practical, mechanical, and realistic.

Investigative (Investigative)

You:

- Likes to study and solve math or science problems; generally avoids leading, selling, or persuading people;
- Is good at understanding and solving science and math problems;
- Values science; and
- Sees self as precise, scientific, and intellectual.

Artistic (Creators)

You:

- Likes to do creative activities like art, drama, crafts, dance, music, or creative writing; generally avoids highly ordered or repetitive activities;
- Has good artistic abilities -- in creative writing, drama, crafts, music, or art;
- Values the creative arts -- like drama, music, art, or the works of creative writers; and
- Sees self as expressive, original, and independent.

Social (Helpers)

You:

- Likes to do things to help people -- like, teaching, nursing, or giving first aid, providing information; generally avoids using machines, tools, or animals to achieve a goal;
- Is good at teaching, counseling, nursing, or giving information;
- Values helping people and solving social problems; and
- Sees self as helpful, friendly, and trustworthy.

Enterprising (Persuaders)

You:

- Likes to lead and persuade people, and to sell things and ideas; generally avoids activities that require careful observation and scientific, analytical thinking;
- Is good at leading people and selling things or ideas;
- Values success in politics, leadership, or business; and
- Sees self as energetic, ambitious, and sociable.

Conventional (Organisers)

You:

- Likes to work with numbers, records, or machines in a set, orderly way; generally avoids ambiguous, unstructured activities
- Is good at working with written records and numbers in a systematic, orderly way;
- Values success in business; and
- Sees self as orderly, and good at following a set plan.

HOW TO VIEW YOUR PREFERENCES

It is important to consider a career that suits your profile. People who like their jobs generally get to do things they enjoy while at work. Their careers fit their personal preferences, attitudes and styles.

Their job descriptions are consistent with their personal interests.

Effective decision-making and career planning aim to match your unique preference profile with characteristics offered by each job.

The results of your assessment indicate that your interests are primarily in the **Social Themes** and also strongly in the **Realistic Themes**

Social interests refer to interactions with people and being concerned with their welfare.

People with the Social Holland code profile:

- Are good at words and communication
- Take pleasure in helping/nurturing others
- Are good with sharing ideas and knowledge
- Are friendly, helpful, patient, kind and persuasive
- Are generous, forgiving, patient, understanding and empathic
- Work well in groups and can motivate others

Social types like to be around people and are interested in how they get along. You like to help, teach and counsel more than you like mechanical or technical activities.

You are known as the **HELPERS** and will do well in social careers such as:

- Teacher
- Speech therapist
- Religious worker
- Counsellor
- Clinical psychologist
- Nurse



Realistic interests refer to working with tools, mechanical or manual tasks or athletic activities

People with the Realistic Holland code profile:

- Are mechanically or athletically inclined  you like to work with things rather than people
- Are able to work with their hands, whether tools and machines or plants and animals
- Enjoy being outdoors
- Are conforming, frank, genuine, hard-headed, honest, humble, materialistic, shy, persistent and thrifty
- Are independent, ambitious, systematic and persistent
- Can manipulate the physical world around them

Realistic types like to be around people and are interested in how they get along. You like to help, teach and counsel more than you like mechanical or technical activities.

You are known as the **DOERS** and will do well in social careers such as:

- Auto mechanic
- Aircraft controller
- Surveyor
- Electrician
- Farmer



What is a cluster?

When we say clusters, we refer to a selection of jobs that share similar characteristics. Remember that, although jobs evolve and may become obsolete due to technology or other reasons, the underlying set of characteristics is timeless and can be found in other positions. Considerations such as training requirements and studies may mean that you won't qualify for every position in a cluster and you should look for an opportunity where the requirements match what you have to offer.



Careers in your clusters must allow you:

hands-on realities and consideration of logic

You characteristically approach life and work in an objective and analytical manner, and like to focus on realities and practical applications in their work. People who share your practical and rational style are often found in careers that require a technical approach to things, ideas, or people, and tend to be less interested in careers that require nurturing of others or attending to their growth and development. They are often found in business, management, banking, applied sciences, construction, production, police, and the military

Career Clusters matching your

Profile

- Childcare worker
- Coaching and recreation
- Community Service
- Counselling
- Health Care
- Health science
- Human services
- Insurance
- Law
- Law enforcement
- Management
- Marketing
- Religious Service
- Service occupations
- Support Services
- Teaching
- Technical education
- Training and Development

Information within the selected Career Clusters

What follows are details on a number of careers suited to people with your profile. You will get some idea of that career's current outlook, an important consideration in today's volatile job market where positions are created and become obsolete at a rapid rate.



As mentioned before, keep in mind that, although the job may be a match to your profile, you may not be qualified for it, as the survey doesn't record your school subject choices, school marks or individual tertiary institution requirements and capacities.

Remember that you can be fulfilled in more than one position. Research shows that the most popular careers aren't always the most enjoyable. Enjoyment rather depends on how well your career matches your personality, the traits of the job and other factors.

So now that you have the tools – the choice is yours.

???The choice is yours

Remember: every person can be both happy and successful in more than one occupation - there is more than one possible career fit for you.

Research shows that the most popular careers are not always the most enjoyable. Enjoyment depends on how well the career matches your unique personality, the nature of the job, and various other factors.

You know how to deal with the information.

You will get better at landing jobs as you do it again and again.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Teacher-preschool, primary and high school	Preschool, kindergarten, elementary, middle, and high school teachers provide training and instruction to students aged anywhere from 2 to 18. They teach a wide range of subjects, and help students prepare for future education by administering exams, evaluating student progress, and designing appropriate lesson plans.	None required specifically	Bachelor's degree in relevant subject	Bright Outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Psychology - Knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioural and affective disorders. • Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. • Sociology and Anthropology - Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. • Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Adapt teaching methods and instructional materials to meet students' varying needs and interests. • Establish and enforce rules for behaviour and procedures for maintaining order among students. • Confer with parents or guardians, other teachers, counsellors, and administrators to resolve students' behavioural and academic problems. • Prepare, administer, and grade tests and assignments to evaluate students' progress. • Prepare materials and classrooms for class activities. • Instruct through lectures, discussions, and demonstrations in one or more subjects. • Assign lessons and correct homework.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Engineer	Perform engineering duties in planning, designing, and overseeing construction, production and maintenance programs	Mathematics Science	Bachelors in Engineering	

Knowledge required for this position	<ul style="list-style-type: none"> • Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. See more occupations related to this knowledge. • Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. • Production and Processing - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Manage the coordination and overall integration of technical activities in architecture or engineering projects. • Confer with management, production, or marketing staff to discuss project specifications or procedures. • Present and explain proposals, reports, or findings to clients. • Consult or negotiate with clients to prepare project specifications. • Prepare budgets, bids, or contracts. • Assess project feasibility by analysing technology, resource needs, and market demand. • Review, recommend, or approve contracts or cost estimates.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Investment Specialist	Buy and sell securities in investment and trading firms and develop and implement financial plans for individuals, businesses, and organizations.	Accounting Economy Mathematics	Bachelor of Accounting	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems. • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Typical Work Tasks	<ul style="list-style-type: none"> • Complete sales order tickets and submit for processing of client-requested transactions. • Interview clients to determine clients' assets, liabilities, cash flow, insurance coverage, tax status, or financial objectives. • Record transactions accurately, and keep clients informed about transactions. • Develop financial plans based on analysis of clients' financial status, and discuss financial options with clients. • Review all securities transactions to ensure accuracy of information and conformance to governing agency regulation

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Retail Worker	Sell merchandise, such as furniture, motor vehicles, appliances, or clothing to consumers.	None required specifically	Suitable degree or diploma advisable	Bright Outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Mathematics - Using mathematics to solve problems. • Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Typical Work Tasks	<ul style="list-style-type: none"> • Provide customer service by greeting and assisting customers, and responding to customer inquiries and complaints. • Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers. • Monitor sales activities to ensure that customers receive satisfactory service and quality goods. • Inventory stock and reorder when inventory drops to a specified level. • Instruct staff on how to handle difficult and complicated sales. • Hire, train, and evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate. • Assign employees to specific duties. • Enforce safety, health, and security rules. • Examine merchandise to ensure that it is correctly priced and displayed and that it functions as advertised. • Plan budgets and authorize payments and merchandise returns.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Financial Advisor	Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives.	Accounting Economy Mathematics	Bachelor of Accounting	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
Typical Work Tasks	<ul style="list-style-type: none"> • Interview clients to determine their current income, expenses, insurance coverage, tax status, financial objectives, risk tolerance, or other information needed to develop a financial plan. • Answer clients' questions about the purposes and details of financial plans and strategies. • Recommend to clients strategies in cash management, insurance coverage, investment planning, or other areas to help them achieve their financial goals. • Analyse financial information obtained from clients to determine strategies for meeting clients' financial objectives. • Implement financial planning recommendations or refer clients to someone who can assist them with plan implementation. • Manage client portfolios, keeping client plans up-to-date.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Management Consultant	Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively.	Accounting Economy Mathematics Science	Bachelor's degree in relevant subject	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Gather and organize information on problems or procedures. • Analyze data gathered and develop solutions or alternative methods of proceeding. • Confer with personnel concerned to ensure successful functioning of newly implemented systems or procedures. • Develop and implement records management program for filing, protection, and retrieval of records, and assure compliance with program. • Review forms and reports and confer with management and users about format, distribution, and purpose, and to identify problems and improvements. • Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used. • Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Accountant	Analyse financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, etc.	Accounting Mathematics	Bachelor of Accounting	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Prepare, examine, or analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. • Establish tables of accounts and assign entries to proper accounts. • Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology. • Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements. • Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs. • Provide internal and external auditing services for businesses or individuals. • Analyse business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Police Officer	Enforce laws and ordinances, regulate traffic, control crowds, prevent crime, and arrest violators	None required specifically	Internal Training	

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. • Sociology and Anthropology - Knowledge of group behaviour and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins. • Telecommunications - Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems. • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Typical Work Tasks	<ul style="list-style-type: none"> • Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations. • Record facts to prepare reports that document incidents and activities. • Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area. • Identify, pursue, and arrest suspects and perpetrators of criminal acts. • Review facts of incidents to determine if criminal act or statute violations were involved. • Render aid to accident victims and other persons requiring first aid for physical injuries. • Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed. • Testify in court to present evidence or act as witness in traffic and criminal cases.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Lawyer	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	Languages	Bachelor in Law	Bright Outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data. • English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Represent clients in court. • Present evidence to defend clients or prosecute defendants in criminal or civil litigation. • Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases. • Interpret laws, rulings and regulations for individuals and businesses. • Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal. • Analyze the probable outcomes of cases, using knowledge of legal precedents. • Evaluate findings and develop strategies and arguments in preparation for presentation of cases.page 26

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Pharmacist	Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use.	Mathematics Science	Bachelors in Pharmacy	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Language - Knowledge of the structure and content of the relevant language including the meaning and spelling of words, rules of composition, and grammar. • Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process. • Mathematics - Using mathematics to solve problems. • Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. • Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. • Biology - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment. • Chemistry - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
Typical Work Tasks	<ul style="list-style-type: none"> • Review prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability. • Provide information and advice regarding drug interactions, side effects, dosage, and proper medication storage. • Maintain records, such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, or registries of poisons, narcotics, or controlled drugs. • Order and purchase pharmaceutical supplies, medical supplies, or drugs, maintaining stock and storing and handling it properly. • Analyses prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions. • Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Dentist	Examine, diagnose, and treat diseases, injuries, and malformations of teeth and gums. May treat diseases of nerve, pulp, and other dental tissues affecting oral hygiene and retention of teeth.	Mathematics Science	University degree in Dentistry	Bright Outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. • Psychology - Knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioural and affective disorders. • Biology - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
Typical Work Tasks	<ul style="list-style-type: none"> • Use masks, gloves, and safety glasses to protect patients and self from infectious diseases. • Examine teeth, gums, and related tissues, using dental instruments, x-rays, or other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments. • Administer anesthetics to limit the amount of pain experienced by patients during procedures. • Use dental air turbines, hand instruments, dental appliances, or surgical implements. • Formulate plan of treatment for patient's teeth and mouth tissue.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Medical Doctor	Medical Practitioners diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment.	Biology Chemistry Mathematics Science	MB ChB Medical qualification	Bright Outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. See more occupations related to this knowledge. • Medicine and Dentistry - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. • Psychology - Knowledge of human behaviour and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioural and affective disorders. • Biology - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment. • Therapy and Counseling - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
Typical Work Tasks	<ul style="list-style-type: none"> • Order, perform, and interpret tests and analyse records, reports, and examination information to diagnose patients' condition. • Prescribe or administer treatment, therapy, medication, vaccination, and other specialised medical care to treat or prevent illness, disease, or injury. • Monitor patients' conditions and progress and reevaluate treatments as necessary. • Explain procedures and discuss test results or prescribed treatments with patients. • Advise patients and community members concerning diet, activity, hygiene, and disease prevention. • Refer patients to medical specialists or other practitioners when necessary. • Coordinate work with nurses, social workers, rehabilitation therapists, pharmacists, psychologists, and other health care providers.

Position	Brief Description	School Subject	Required Qualification	Global market outlook
Artisan	An artisan is a skilled, usually trained and tested individual who works with his hands, repairing and maintaining equipment, controlling machines and processes, etc.	Mathematics	Section 13: 4 year apprenticeship programme Section 28: Recognition of Prior Learning	Bright outlook

Knowledge required for this position	<ul style="list-style-type: none"> • Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models. See more occupations related to this knowledge. • Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services. • Building and Construction - Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads. See more occupations related to this knowledge. • Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
Typical Work Tasks	<ul style="list-style-type: none"> • Controlling Machines and Processes - Using either control mechanisms or direct physical activity to operate machines or processes. • Handling and Moving Objects - Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things. • Operating Vehicles, Mechanized Devices, or Equipment - Running, manoeuvring, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or water craft. • Performing General Physical Activities - Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. • Repairing and Maintaining Electronic Equipment - Servicing, repairing, calibrating, regulating, fine-tuning, or testing machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles. • Repairing and Maintaining Mechanical Equipment - Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles

Entrepreneurship

Each entrepreneur displays a unique mix of characteristics and some very different individuals have become successful entrepreneurs.

You show a clear interest in entrepreneurial activities.

Below are some typical demands of entrepreneurship and how you might match these:

Execution - getting things done

- With your interest in execution and management you should naturally rise to this demand.

Independent mindedness

- You can implement decisions quickly and systematically.

Originality

- You can find and pursue opportunities that have hitherto been overlooked.

Scoring a job

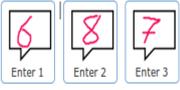
Do you have a job in mind that is not covered by this report?

Write down the job name.

Write down its name. Find the sections of the report where the following icons appear. Score the job against the descriptions in the report by giving it a mark out of 10 and ask, how well does it match the given description. (You will of course have to research the job, but by now you know what to look for.)

Score the job against the descriptions in the report - give it a score out of 10. Ask: how well does this job match the description given. (Of course, you will have to do some homework on the job, but by now you will know what to look for.) With all the scores completed, add them up and divide by 10.

The result is the suitability of this job for you, as a score out of 10.

 Follow this icon Check any job	 Put your score here Score the job out of 10	 Enter 1 Enter 2 Enter 3 $\Rightarrow \frac{21}{3} = 7$
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Do the scoring here:

Job name _____

Copy the scores from where you wrote them onto the report into the blocks below

 Enter 1		 Enter 2		 Enter 3		 Total Add them up				 Score Match / 10
--	---	--	---	--	---	--	--	---	---	---

Job name _____

Copy the scores from where you wrote them onto the report into the blocks below

 Enter 1		 Enter 2		 Enter 3		 Total Add them up				 Score Match / 10
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Next Steps

Sample User, you have now had an overview of the Career Manager programme.

- You understand the components
- You have explored your own style and how it influences the programme

[TODO for DIY version, since there is no mentor or further modules

The previous page could be made into a "going forward, do this for each instance" guide

]

Sample User, Career Manager wishes you all the best with your career. We are proud to have been involved with this step and we hope to see you again to complete the next steps.