

Career Guide

2021/2022



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Prof Robert Balfour

Welcome note



Welcome to the 2021 Career Guide!

Career guidance really stems from school, where you first made the decision on different subject choices to study. The world of work is changing rapidly and to be responsive, the NWU aims to connect you with opportunities as well as possibilities regarding employment. We hope you will find the guide useful in preparation for readiness to make future career choices, thinking about the career that is right and best for you. Whether you are starting with your university course or are already a graduate, consideration of life after graduation is important. There are many exciting opportunities with careers changing and developing continually as our world confronts new challenges and knowledge continues to develop at an increasing pace.

It is important for the NWU to engage with students and graduates on employability and being prepared for workplace demands. Whatever career you choose at this point in your life,

remember that it's an ongoing developmental process; building on existing knowledge and acquiring new skills to meet changing workplace dynamics are essential. Each student or graduate has distinctive qualities, values and abilities that, in the end, contribute to a more diverse, inclusive working environment to the benefit of both the institution and community at large.

During your lifetime, you will probably work for different employers or even be the employer. You may also follow a number of different careers and could work in various parts of the world. Take in what motivates and is interesting to you; you must also know your potential and passion, as you are setting the path that will ultimately guide your future career.

This Career Guide aims to create opportunity awareness and introduces you to a variety of employers in your field of study who are looking for open-minded,

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well-qualified people like you, aiming to help you find out more about them in discovering the level of training required in your field of work. They are interested in your knowledge and skills, but also in the unique contribution that you can make in helping companies to be great places to work at.

I hope the Career Guide will help you to start exploring possible careers and choosing one that is best for you to help you achieve your full potential. Throughout COVID19, dedicated Career Centre staff members are there to assist you; they have embraced a new way of connecting with you and offer a wider range of employ-

ability services and resources to facilitate the transition of the NWU students in finding career- and or job-related opportunities. As with all things new, the Career Centre office has had concerns pertaining to walk-in services and students gathering for the Centre's events.

The office has found a new way of connecting with you on the eFundi site, Career Centre webpage, Simplicity Career Centre Service Management portal, and a new online event platform that will host the NWU virtual career fairs.

Prof Robert. J Balfour

Deputy Vice-Chancellor: Teaching-Learning

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Introduction to the Career Guide

2021/2022

Manager's Introduction

The NWU Career Centre team is proud to share with you the 13th publication of the NWU Career Guide! This is our continued effort to bring you closer to the realities of the industry and the graduate talent. The information shared in this guide is useful to assist you with planning your professional career as a student. For the employers, the publication promotes your brand positioning and ensures that you gain access to a wider pool of potential employees.

As a result of the Covid19 health crisis and the changes that have been brought about by this epidemic, it is important for students to know and understand industry practices and the kind of career opportunities available during this time as well as in the future. Industry employers must also gain access to quality graduate talent that can thrive during these changing times. In light of this, we hope that this publication will assist both employers and NWU graduate students to gain insight in some of the talent pipeline changes, and how best to remodel, reposition and compete, both as an employer and a potential employee.

This is not the only resource offered by the department; there are many more that can be utilised by both employers and NWU students. We are active, inter alia, on our [Facebook page](#); the [Career Centre web page](#); online CV training on our [eFundi page](#); Work Readiness seminars; the [CareerZone portal](#); and the annual virtual career fair. Please keep in touch with us, because we do not want you to be left behind in your journey to success. Our contact details are included in this publication, so please reach out to any of our staff members, who will be ready to assist you at any time. As

part of standardising our process, our offerings are spread across all NWU campuses to be accessed by all NWU students. You are also welcome to like our Facebook page in order to gain access to many other opportunities and career information that can be of assistance to you. Equally, employers can access us via our Employer Engagement Consultant, Mr. Hloni Putsoane, who will gladly introduce you to many other avenues that can assist you in connecting with your future graduate talent pipeline.

Today we are living in times of change. There has never been any time like this, a time that requires us to unlearn, relearn and embrace a culture of lifelong learning and continued engagement with varying avenues of learning and development. This is the time that information, knowledge, career opportunities and branding become more important than ever before to achieve success in business and in your individual career progression.

This publication contributes to the branding of your company as an employer and student graduates matching their talents with the right opportunities. We therefore encourage students to read articles contained in this publication and inform themselves of any available opportunity. The employers have chosen the NWU publication to share their company information and contacts, including career and job opportunities. We hope that this edition will take you closer to your opportunity as a graduate, an intern or a fulltime employee. I am sure that the information contained in this publication will further assist you to advance your professional career path and shape your immediate society as well as the society at large.

I want to express my thanks to all who continue to make this publication possible. As a team, we remain committed to assist the NWU students and graduates in finding their next destination in their professional careers. To the employers, we see you as our partner in building the talent of the future that can assist you as an employer.

I especially want to thank Ms Hope Abrahams, who is leading the coordination efforts towards the publication of the Career Guide, and Ms Zarista Verster from Graphikos for the design and layout of the publication.

On behalf of the NWU,
we thank you,
rea leboga,
baie dankie!

NWU Career Centre

Thoriso Ezra Maseng

Manager: NWU Career Centre



BREAKING BARRIERS TO EDUCATION AND EMPLOYMENT!

WHY OUR STUDENTS CHOOSE DISTANCE LEARNING:

- Its Affordable
- Its Mostly Remote
- Self-Paced Study
- Online Learning Resources And Platforms
- Learn Computer Skills As You Work Towards A Qualification

HERE'S WHAT OUR STUDENTS HAVE TO SAY:

- They are always helpful, I never waited longer than a day. Thank you so much for excellent communication. - Charmentha T
- It is very important to upgrade ourselves while we're at home, having no time to complete full time studies. - Mbeko M
- Thank you! My child can fulfil his dreams through you. I would recommend any student to make NWU your first choice. They go the extra mile for their students. - Annina L

EDUCATION | ECONOMIC AND MANAGEMENT SCIENCES | ENGINEERING | HUMANITIES | LAW
| NATURAL AND AGRICULTURAL SCIENCES | PREPARATORY PROGRAMMES
| POSTGRADUATE DIPLOMAS (EDUCATION, LAW, MANAGEMENT) | THEOLOGY

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Unit for Open Distance Learning



Acting Director's Message

The Unit for Open Distance Learning (UODL) has recently launched its first quarterly online newsletter. Knowing that people are our greatest assets, we dedicate our next issue to you. We celebrate Life, our people, the SRC, all our stakeholders, our students, our challenges and our journey. Visit our website frequently - it will make for an interesting read!

A campaign has been launched in June 2021 which is aimed at attracting first year students as well as students that have completed their undergraduate qualifications to further their studies at the UODL.

Having been a student myself, I understand the various challenges that you may be faced with, the leading being concerned about making the right decisions when it comes to your studies which directly impacts your career path. The COVID-19 pandemic has not made this dilemma any easier as many students were forced to postpone their study plans.

At UODL, we work hard to maintain our competitive advantage, strive to retain our students and we challenge ourselves in attaining service excellence for our current and prospective graduates. We have placed our students needs at the forefront of all that we do. UODL has numerous initiatives to keep our students engaged and satisfied. Testimonials from our students that have embarked on their postgraduate journey with UODL have been encouraging and heart-warming. We see so many students from previously disadvantaged backgrounds claiming their place in the world and fulfilling their purpose.

The UODL at the North-West University is a worthwhile option to consider as you can continue studying from the comfort of your home and since lecture sessions are available online, you are assured of uninterrupted teaching and learning. If you are currently completing your undergraduate qualification or exploring different postgraduate qualifications, the UODL offers Postgraduate Diplomas in Education, Management and Law. These are well structured programmes, designed with the 'distance mode of delivery' in mind and that

students applying for these qualifications may be holding down full-time careers as well.

I would therefore like to assure prospective postgraduate students that are tenacious about furthering their studies, to consider one of the UODL's postgraduate qualifications for not only an enriching experience, but a cost-effective one as well.

A noted trend is that when our undergraduates continue to complete their postgraduate studies through distance education, they not only gain advanced knowledge and capabilities which is highly favoured but also increase their chances of securing employment and improving their earning potential.

Our team at the UODL live by our brand value which is being committed and geared to focus on improving overall service and support to all stakeholders and to inspire the nation through our students, instilling visions of hope and a deep set of values, to pave the way for a better future for all.

I look forward to welcoming you as a UODL student at the North-West University.

Dr Joany Fransman

Acting Director of UODL

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Campus Liaison Officer
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Office hours

Monday – Friday: 8:00 – 16:30

(The office will be closed between 13:00 – 14:00).

For more information visit our website:

<http://services.nwu.ac.za/career-centre>

The team

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Student Counselling & Development

Mafikeng Campus

Student Counselling & Development is the ultimate educational function. Real student development aims at producing graduates with quality. Student Counselling & Development is the means to an end. SCD offers support to students at all levels.

The following services are provided

- Supplemental Instruction (SI) – out of class peer tutoring
- Research Support
- Peer Mentoring
- Reading Laboratory
- Writing Centre
- Study Skills
- Disability Rights Unit (DRU): offering services to students with disability
- Examination and Test taking strategies
- eFundi

Enquiries:

Academic Development Centre (ADC) NWU, Mafikeng Campus

Building A3 Block D

Tel: 018 389 2058

Fax: 018 389 2430

Email:

Mittah.Magodielo@nwu.ac.za /
16461088@nwu.ac.za

- Do you need study skills?
- Are you limited by disability to access teaching and learning?
- Are you in first year and struggling to read and comprehend what you read?
- Do you have problems with your academic writing? (assignments / research)
- Do you have problems with computing?
- Do you have problems with writing your research proposal?
- Do you sometimes feel frustrated with your studies and wonder how other students made it to graduation?
- Do you need small peer support groups to improve your academic performance in a module?

If your answer to the above questions is "YES", visit ADC in the Student Academic Development Section.

Student Counselling & Development

Vaal Triangle Campus

What is Peer Helping?

The CH@S peer helpers is a campus society under the guardianship of SCD. These are students who were trained to render basic support to their fellow students and are represented across residences and courses at the NWU Vaal Campus. Their aim is to make sure students are helped on

ground level with social, academic and psychological challenges that they might experience. They will then make referrals to professionals on campus where need be.

Peer helpers render on-going peer support throughout the year and also assist with all projects of SCD.

CH@s

Connecting Helpers and The Students

YOU, ME...ENDLESS POSSIBILITIES!

NWU Vaal Student Counselling and Development

<https://www.facebook.com/NWU-Vaal-Student-Counselling-and-Development-680243645399073/>

Ch@s NWU VAAL

<https://www.facebook.com/Chs-NWU-VAAL-264489956911361/>

For professional guidance and assistance with any personal problem or developmental area come to our offices and book an appointment.

Permanent Staff

Manager: Mr George Temane

Industrial Psychologist: Zinhle Kunene

Social Worker: Ms Maggie Matsaneng

Secretary: Babita Govender

Building 13, SL 331

016 910 3195

What is student counselling and development?

Student Counselling and Development renders professional services to students by professional members of staff qualified in psychology, counselling, nursing, social work and psychometry. Our aim is reflected in our motto: **“OPTIMIZING YOU!”**

What services do we offer?

- Individual psychotherapy and counselling
- Life skills and personal development
- Social Support Services, including HIV/Aids
- Poverty alleviation programs
- Psychometric assessments for both prospective and current students
- Career guidance and counselling
- Enhancing the “Student Life Experience”, adjustment to campus life, and general development for first-time entrants
- Support for students with disabilities
- Thuso 24hrs Crisis Centre

What services does the Career Counselling offer?

- Course related information
- Career guidance
- Enhancing the “Final Year Experience”
- Psychometric assessments
- Course change counselling

What can the Social Worker help you with?

- Social Work Services
- Meal-a-Day and
- Family support

What is THUSO?

Thuso is a 24hr Crisis Centre, which resides under SCD at the NWU Vaal Campus. Staff members are responsible for the management of THUSO Crisis Centre.

Do you feel your life is not worthwhile?

Thuso’s Crisis Help Line:

082-815-9781

What is the Disability Rights Unit (DRU)?

The Disability Rights Unit in Student Counselling and Development plays an advocacy and support role. All students with physical and psycho-logical challenges are invited to come and talk to us. We offer disability related support and accessibility assistance to all implied students.

What can the HIV Coordinator do for you?

- HIV/AIDS counselling
- Addressing stigma of HIV
- Substance abuse awareness
- Sexual, emotional, financial and physical abuse awareness
- LGBTIA+ and gender base violence
- Male and female empowerment

Student Counselling & Development

Potchefstroom Campus

Student counselling and development (SCD)

Do you experience

- emotional or personal problems
- problems with your course/ choice of profession
- difficulties in adapting
- relationship problems
- learning problems
- anxiety problems or
- phase of life problems?

Or do you need help with:

- extended writing time
- time management
- study methods
- stress management
- life skills or
- conflict management

... THEN THE STUDENT COUNSELLING AND DEVELOPMENT (SCD) IS YOUR ANSWER!

SCD has a wide range of psychological services to help students grow and develop optimally in academic, emotional, and social areas. These services are provided free of cost to students and include a 24-hr emotional crisis intervention service offered by the "Thuso1777" centre.

Services are offered in two (2) buildings:

1. Student Counselling and Development - Building F18

SCD focuses on Academic/Course/Degree support and offers the following services:

1.1 Career and course counselling

Help students to make responsible career and course choices with the aid of psychometric tests. Students may also be assisted with the revising of their curricula and career choices if they encounter problems during the course of their studies.

1.2 Psychometric Evaluations - Subject Choices, Career Choices, Career Changes & Selection Tests

Comprehensive psychometric testing and career-path guidance services are freely available to students and members of the public (fee is charged). Some of the services available require prior

booking and predetermined testing dates (selection tests). If you are unsure about your career-path, you can book an appointment on eFundi or call us at 018 299 2893.

- Assessment for Course and Career Guidance and Changes (for NWU students).
- Grades 10–12: Career Counselling and Guidance.
- Grade 9: Subject Choices.

3. Disability Rights Unit

The Disability Rights Unit (DRU) aims to help students registered with them to gain equal access to educational opportunities at the NWU so they can participate freely and actively in all facets of university life: "If we are unable to help you, we will find someone who can!". All students with physical and psychological challenges are invited to come and talk to us. We offer disability support to all NWU students. We support students with the following disabilities:

- Visual Disability.
- Physical Disability (Permanent).
- Hearing Disability (Temporary).
- Speech Disability.
- Learning Disability.
- Psychiatric Conditions.
- Specific Medical Conditions.
- Neuro-Developmental Disorder.

- Neuro-Cognitive Disorder.
- Other: Specify_____.

Contact the DRU for more information: 018 299 4431.

1.4 Psychotherapeutic and Counselling Services

Therapeutic and counselling services are offered by registered psychologists and counsellors to promote the psychological wellbeing of the students to assist them with the successful completion of their studies, and for them to experience optimal student life.

1.5 Concessions and extended writing time

Visit our website for more information or call 018 299 2893.

1.6 Leadership, Life Skills and Personal Development & Workshops

Students can visit SCD for leadership development, mentoring and coaching, life skills development or personal development. SCD also has various preventative and developmental workshops that are presented for the purpose of developing students into mature and responsible members of society.

2. Thuso1777 - Building F18

Thuso1777 focuses on Emotional/ Psychological support and offer the following services:

2.1 Office of the Social Worker

Delivers the following services:

- Counselling and support to students in terms of psycho-social and economic problems.
- Crisis intervention and trauma debriefing.
- Liaison with resources in the community.
- Planning and implementing developmental-orientated programmes.

2.2 HIV Testing and Counselling Services (HTS)

HIV unit related awareness and education programmes:

- First Things First and TB awareness campaign.
- STI and Condom week.
- World TB day.
- World vaccine day.
- World AIDS day.
- LGBTIQ+.
- Health and wellness for students.
- New Employee Orientation; Substance abuse; PEP; PreP.

Counselling and Support & Peer Helper Programme:

- Students Advocating Leadership & Transformation (SALT)

What can the HIV Coordinator do for you?

- HIV/AIDS counselling.
- Addressing stigma of HIV.
- Substance abuse programs and support.
- Addressing sexuality issues.
- Female empowerment.
- Male empowerment.

2.3 Psychotherapeutic and Counselling Services

Therapeutic and counselling services are offered by registered psychologists, counsellors and student psychologists to promote the psychological wellbeing of students, assist them with the successful completion of their studies, and to ensure an optimal experience of student life. Services include individual and group psychotherapy, counselling, and group debriefing.

2.4 Crisis Intervention

Thuso1777 has a 24-hr crisis line for emotional support: **018 299 1777.**

2.5 Residence Peer-helpers

Peer-helpers is a system in which students in the residence context receive peer-helper training in order to guide students with interpersonal problems. The main task of the peer-helpers is to give support to students and to refer them to the appropriate support services. Additionally, their task is to launch and coordinate psycho-educational and awareness campaigns in residences. The peer-helpers are not counsellors or psychologists, rather facilitators of emotional wellbeing. They are under the strict supervision of a registered psychologist who also coordinate the system. **Ask your House Committee Member for more information about the peer-helpers.**

Do you feel your life is not worthwhile?

Thuso1777
Crisis Help Line:
018 299 1777

Office hours & Enquiries:

Thuso1777:

Monday to Friday: 8h00 – 16h30
(018 299 1777)
(Building E14)

SCD:

Monday to Friday: 8h00 – 16h30
(018 299 2893)
(Building F18)

Email:

SCDpotch@nwu.ac.za

Join our Facebook Page: NWU Student Counselling and Development (<https://www.facebook.com/groups/NWUSCD>)

Join our Instagram Page: NWU_SCD (https://www.instagram.com/nwu_scd/)

Book an appointment on eFundi: <http://scd-nwu-ac-za.web.nwu.ac.za>

Visit our website: <http://services.nwu.ac.za/student-counselling-and-development>



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NWU Alumni

Gallery

BOITUMELO MOGOHU

Researcher

Where do you work?

I work at the Northern Cape Provincial Legislature, Chief Whip's office.



When did you graduate?

My first graduation was in 2015, followed by my honours in 2017. I will receive my MA degree this year, 2021.

What qualifications do you have?

- BA Public Admin
- BA Hons. International Relations
- MA International Relations

After completing your studies, how many interviews were you invited to before receiving a job offer?

One, which is the job I am employed in currently.

What was your first interview like?

I was a bit nervous at the beginning, but the question-and-answer process was fine. However, I was not so comfortable when I had to do the competency tests, police clearance and so forth. I didn't know what to expect, but since that day, I do my police clearance at the police station every 12 months. You never know what can happen or what to expect, because, although we trust our systems, we do have challenges. One friend of mine once went for an interview and during the due diligence process, it was discovered that he was deceased! The process had to be stretched a bit for him to fix this problem; that was the scary part for me.

What would you say is the most important thing to do when going for an interview?

I normally research that company and the possible panellists; it is of the utmost importance to prepare for the interview. One of the other important things to do during the whole interview is to be oneself and to always tell the truth.

Was it difficult to adapt from being a student to being a young professional?

No, it was not difficult; being in the SRC was already an internship in which I was responsible for engaging with the outside community and different stakeholders, so I regarded it as a job - I interacted with almost everyone, including possible employers. This exposure worked in my favour, and being a calm person and able to manage stress was an advantage. For instance, although I was an Academic officer, students came to me with many other problems, sometimes even outside my office, believing that I could help. Members of the Student Council were thus forced to build relationships with other stakeholders outside, which demanded from us to lobby for support. This process required from us to be solution-orientated and being professional.

What key competencies do you use in your workplace every day?

Being young professionals, we need to demonstrate professional conduct at all times. Among other competencies, I would highlight the following ones that are most important for me:

- Research writing/reporting
- Critical thinking
- Team leadership
 - customer relations management
 - organisational communication
 - risk assessment

What do you enjoy most about your job?

Gaining knowledge and learning new skills. The nature of my work presents me with the opportunity to learn and to process new information daily. For instance, we are responsible for conducting pre-oversight data collections, prepare reports, perform budget analysis, scrutinise annual reports against strategic plans, and prepare a management performance plan. This kind of opportunity gives me a holistic picture of what is happening in the province, which means my learning continues.

Do you face any challenges at work and how do you handle them?

Any workplace has challenges but fortunately, I have a life coach, Leonard Mashao, who assists me in obtaining the ability to mitigate all challenges in my life, including those I confront at the workplace and outside where I serve. I remember that when I met him, I had a lot of stress and pressure at work. In a way, I was losing focus and was not planning my daily work, which means that I was not in charge of my life. Together, we developed an empowering vision board for me, starting to introduce new habits and focusing on important matters. Since then, my routine is under control. I manage work-related stress and am still able to serve outside, but I have taken charge of my life and limit unplanned events. I consider myself more solution-orientated at work, which saves a lot of time.

What did you enjoy the most about your time at the NWU?

Being called "Leadership" (I am joking)! I enjoyed meeting and making new friends; I have also

met comrades with very interesting characters. Above all, embracing our diversity stood out for me.

Would you have done anything differently?

Yes, I still believe we could have done so much more to ensure that other students don't have to drop out; some of them are still not able to finish today due to financial exclusion. I have always had the idea that if we, as alumni, could contribute R150 for each student facing academic exclusion and there would be about 20 000 alumni involved, the amount could make an impact in this regard.

What advice would you give to students entering the job market?

Remember, first things first. Be ready to work and show up, no matter what, because this is the most important thing that gives you power. We are all emotional beings and therefore, we are not always in a good mood and ready to go to work, but do yourselves a favour by showing up anyway. You must also have good standards such as not telling lies or stealing

time from your employer (e.g., telling people you are sick when you're not). This shows a lack of character. It's thus important for us to remind ourselves of our standards every morning while taking a shower.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

My NWU presented me with many opportunities to grow outside the teaching and learning space. I was part of the Commerce Faculty Board during my first year and later, I was in the Student Representative Council (SRC). I consider these roles as internships or

entry-market jobs, as the opportunities prepared me and helped me in my development as a young professional. This experience, again, helped me to be appointed to other boards and university/college councils. Furthermore, I have a business community where I serve and in this journey, I have come to realise that I find it very easy to rely on and work with many young professionals from my NWU. I guess the time we spent together here makes it very easy to trust and rely on each other.

DENZIL MARIO JONAS

Financial Intern

Where do you work?

I work at the Emthanjeni Local Municipality.

When did you graduate?

I graduated at the NWU-Potchefstroom Campus.

What qualifications do you have?

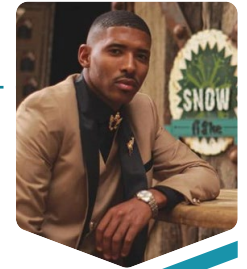
BCom Financial Accountancy & PGCE

After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to two interviews at two different municipalities.

What was your first interview like?

The first interview was really tough. Although I had prepared myself very well beforehand, I didn't know answers to half of the questions that they asked. I haven't felt so stupid in my whole life and just wanted the interview to end so that it could be over and done with. I used that experience as a learning tool to prepare for the second one.



What would you say is the most important thing to do when going for an interview?

Always be well prepared, be honest and do not create a perception of yourself that is not really you.

Was it difficult to adapt from being a student to being a young professional?

The adaption from student life to young professional is very challenging to me, having to work long hours every day from 7:30 to 16:30 with only a 45 minute break for lunch. Waking up at 6:00 every day is still a struggle and I am constantly tired.

What key competencies do you use in your workplace every day?

- Communication skills (verbal and written)
- Being observant and vigilant at all times
- Integrity and professionalism
- Determination

What do you enjoy most about your job?

I enjoy most to finally do what I've been dreaming of since childhood, namely working at my own pace independently as well as part of a team at times. I also enjoy working very closely to the CFO on a daily basis and feeling appreciated by everyone in the finance department. I can raise queries without feeling like a newbie or a nobody.

Do you face any challenges at work and how do you handle them?

Like in any work place, conflict between colleagues takes place on a daily basis. I choose to address the issue on hand immediately, say my say and also listen to what the other party has to say. I am a very open person, so I prefer to speak up whenever I don't agree with something or someone. After I have said what I wanted to say, I stand by what I have said and take full responsibility for it.

One of the biggest challenges that I face is consistency in the work environment, because it seems as if policies were implemented that is

only applicable to certain people. I also have an issue with the level of ethical and professional behaviour of some people in my department.

What did you enjoy the most about your time at the NWU?

I learnt so much over the years and am now using it in my working environment. I enjoyed student life in general; just being a student is what I loved most about the NWU, being around my peers and just seeing how the change between childhood and adulthood takes place; exploring the world from other people's perspectives and realising that there's no right or wrong way of doing things, just a different way; and living in the same hostel as others who come from different backgrounds, but being able to form a tight brotherhood regardless of our racial, economic and background differences.

Would you have done anything differently?

If I had the chance to relive my student life, I would definitely go out more and be more free spirited.

What advice would you give to students entering the job market?

Be positive at all times, because not everything is going to go your way. Be ready for change, be vigilant and just keep in mind why you are doing what you are doing.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

Some of the attributes are leadership skills, communication skills, computer literacy, and conflict handling.

MARELIE BOTHA

Psychometrist
(Co-founder at Inpsyght)

Where do you work?

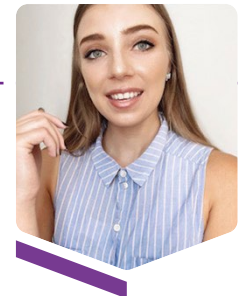
I work at Inpsyght: www.inpsyght-consulting.co.za

When did you graduate?

I graduated in 2018 and obtained my honours degree in 2019. I am currently enrolled for my master's degree and expect to complete the degree in 2021 and graduate in 2022.

After completing your studies, how many interviews were you invited to before receiving a job offer?

While working in part-time positions as a psychometrist intern, I applied for over (what feels like) a hundred full-time and part-time



positions, related to my field of study, on LinkedIn. At the time, I was a full-time first-year master's student. Apart from LinkedIn, I applied for an Industrial Psychology internship programme at about 10 other companies.

I had two online video interviews and continuously received feedback on my lack of experience and other socio-economic factors that had an impact on the availability of internships in my field. I've always been involved in networking and job shadowed as a student. This enabled me to learn from

those who have started their own practices and were willing to share their insight on the challenges, advantages, and experiences of the processes leading to their success. I then decided to start my own company with my well-experienced business partner. From this experience, I have come to learn that opportunities do not always appear, even when you seek them. It is up to you to create them.

What would you say is the most important thing to do when going for an interview?

Basic important principles can be googled. What is important is to know yourself well enough to realise how you would fit into the position and into the company culture. Long gone is the time where hard skills (technical skills) are the most important factor contributing to a successful candidate. Experience and soft skills are the factors that make you different from the person next you with the same qualifications.

Was it difficult to adapt from being a student to being a young professional?

The most difficult challenge in becoming an adult is probably not only adapting to the workplace, but also to the gained responsibility, stepping into a new phase. When looking specifically at the workplace, it would really depend upon one's unique personality in adapting to a new environment. When I think about my adaptation, I would not say I am a routine-orientated person, but I had to adapt to having a routine. Another factor was to learn patterns in workflow. Some days, weeks and/or months are more hectic than others. It is always important to grab opportunities in your current situation and not necessarily focus on what is still to come.

What key competencies do you use in your workplace every day?

These you can google as well. Along with the specialist competencies to carry out the actual work, there are several competencies needed to carry out the "behind the scenes" work: negotiating, networking, professional branding, continuous learning and, most important of them all, having a high level of self-awareness in every element of the position. For the work field itself, the key competencies are to know the limitations in your knowledge, but to carry the confidence needed for your clients to feel they are in capable and professional hands. It is very important to strike a balance between the two.

What do you enjoy most about your job?

I love the work I do and have this continuous hunger and passion for my field that never seem to die. I love to see people discovering new things about themselves and those around them, seeing lights flashing when they connect their behaviour with their thoughts and feelings. I enjoy nothing more than observing individuals and teams. With the "behind the scenes work", I really enjoy forming connections

with different professionals and learning from them and their work. However, what keeps my routine going on a daily basis is the creative work I enjoy when interacting with our clients.

Do you face any challenges at work and how do you handle them?

I face challenges constantly. I think everyone can agree that the perfect week does not exist. As a young professional, I would say that in the beginning, the challenges were learning to manage boundaries, learning your development areas continuously and learning to deal with the unknown. In coping with the challenges, I know that I am more group reliant, so learning from others, asking for advice and bouncing off ideas on different people are important in my learning process. This isn't always an option, though; most of the time, you need to think quickly and make correct and quick links when solving problems.

What did you enjoy the most about your time at the NWU?

I was very lucky at the NWU, staff wise. I had excellent support from the university and the lecturers in my field always went the extra

mile to help us and inform us of opportunities; there were even societies in our field to support us in our academics. I think in your pre-grad years, you always feel entitled to these privileges and do not realise that these opportunities don't necessarily exist at other universities. When entering the honours degree, you begin to see the practical side of your studies, but at master's level, my lecturers really encouraged us to challenge ourselves in practising under supervision, which allowed me to gain a lot of confidence in my field. The life-long connections I formed during my pre-grad years up to my master's degree are also very special. Some of them are friends, but most are colleagues who share similar values and work ethics.

Would you have done anything differently?

Yes, I would have taken up IT modules at pre-grad level, as the world of work is changing at a significantly fast pace and requires a basic knowledge of coding in most fields.

What advice would you give to students entering the job market?

- Know yourself very well.

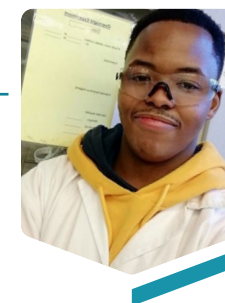
- Know how you fit into your field and know to be patient.
- Do you want a fast career or a good career? Don't choose speed over quality; learn from those around you.
- Know what you want to be known for.
- Anything that is not contributing to your reaching your goal is not a priority but a distraction.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I think the most important attribute with regard to the study field (not necessarily personally) was my preference for the application of theory to the practical work I do. The NWU's groundwork is really applicable to the field. The insight we gained at master's level contributed to my preferences in practice, because the lecturers encouraged us to learn from different perspectives and from different experts. You thus get to know what suits you, which not only helps with understanding workplace behaviour, but also general people's behaviour. This shaped my thoughts and responses to changing environmental factors.

THATO TSHWARO MEDUPE

Ph.D. candidate/student in Chemistry



Where do you work?

I am enrolled at the University of Cape Town, Faculty of Science, Department of Chemistry.

When did you graduate?

I graduated in 2017 at the autumn graduation ceremony.

What qualifications do you have?

- Master of Science (MSc) in Chemistry, 2017
- BSc (Hons) in Chemistry, 2015
- BSc in Biology – Chemistry, 2014

After completing your studies, how many interviews were you invited to before receiving a job offer?

Before the completion of my studies, I had a telephonic PhD candidacy interview.

What was your first interview like?

It was exciting and nerve-wracking at the same time.

What would you say is the most important thing to do when going for an interview?

Do extensive research about the company as well as the working environment before going for the interview. If something is not clear to you during the session, ask questions whenever the opportunity arises. Normally, this takes place at the end of the interview. It may sound like a cliché, but I cannot stress enough the importance of knowing your worth and never settling for less. Be open to discuss the remuneration of the job offer and negotiate should the initial amount disclosed not meet your needs.

Was it difficult to adapt from being a student to being a young professional?

I would not deem the transition "difficult" but rather a challenge, simply because of other factors such as the change in environment and adapting to it. The challenge

of having to settle into a new environment can be daunting for obvious reasons such as adapting to the work ethic, getting used to your work colleagues, and having responsibilities that you were perhaps not used to previously. In my field of work, longer working hours are expected, which could be equated to the life of a student sometimes (giving presentations, meeting deadlines, granting applications, and writing scientific publications).

What key competencies do you use in your workplace every day?

I need consistency, independence, the ability to separate personal and professional life, and/or work-life balance each day. The ability to adapt is of great importance.

What do you enjoy most about your job?

The in-vitro cytotoxic studies form the basis of the application part of the study. It is fascinating to be at the forefront of screening/testing new compounds that may perhaps be the next clinical drug candidates or assisting in the development of cancer drug agents. Knowing that my work will contribute to

knowledge about the ongoing battle against cancer is what brings me joy.

Do you face any challenges at work and how do you handle them?

Troubleshooting and optimisation is an everyday challenge. Admitting to myself that I am experiencing a challenge and being able to communicate it to my colleagues and supervisors to get advice or assistance have become some of the key tools to handle any challenge. Receiving constructive criticism, even when I am confident in my hypothesis, has been THE greatest challenge. However, I have learnt the hard way to be open to receiving ideas, and being criticised often leads to my personal growth and broadens my knowledge, allowing me to change aspects of a project that I am working on.

What did you enjoy the most about your time at the NWU?

The orientation and pens-down bashes were the highlights of my years at the NWU. During my academic years, encounters with my lecturers, class discussions, and tutoring introductory chemistry modules were fun as well.

Would you have done anything differently?

Yes, I would have utilised the writing centre services more effectively and taken advantage of the career services offered by the institution.

What advice would you give to students entering the job market?

Every job opportunity or interview requires adequate preparation. So, ensure you have done sufficient research about your prospective employers, what they require from someone in your position, and keeping up to date with recent developments and technological advancements in your field. Additionally, always expand your

knowledge outside your field of specialty, and strive to be open-minded and versatile.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I have gained the following three attributes:

- The ability to work in a dynamic team with people from various backgrounds and having an inquisitive mind
- An ability to think and work independently
- The most important ones, which are time management, critical thinking and problem-solving

GABRIËL ERWEE

Pharmacist

Where do you work?

I work at the Helen Joseph Hospital.

When did you graduate?

I graduated in 2018.

What qualifications do you have?

I have a BPharm degree.



After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to one interview.

What was your first interview like?

Because of all the interviews I had for positions in NWU structures, it was something I was used to. Any interview is still difficult in a new situation, though.

What would you say is the most important thing to do when going for an interview?

It is very important to research the employer, be well groomed and go in with confidence.

Was it difficult to adapt from being a student to being a young professional?

Yes; the most difficult thing was not being so close to my support system anymore.

What key competencies do you use in your workplace every day?

Management, administration and work ethic

What do you enjoy most about your job?

I enjoy the opportunity to serve the community.

Do you face any challenges at work and how do you handle

them?

Yes, we have our regular problem patients, but it is important to remember that any sick person feels negative.

What did you enjoy the most about your time at the NWU?

What I enjoyed most was to participate in the many structures, building an amazing student life.

Would you have done anything differently?

Yes, I would have tried to experience as many cultures as possible before entering the outside world.

What advice would you give to students entering the job market?

I would advise them to have confidence, because everyone starts somewhere. Making a mistake is an opportunity to learn something new.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I grew during my years at the NWU and gained new attributes of leadership, compassion and the ability to adapt to any change.

NDIRINE KIM LUFHUGU

SCRUM Master

Where do you work?

I work at Vodacom.

When did you graduate?

I completed my degree in 2020 and my degree will therefore be conferred on 11 June 2021.

What qualifications do you have?

I have a BSc degree in Information Technology.

After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to two interviews.

What was your first interview like?

It was nerve-wracking, but I appreciate the opportunity I had, because the experience helped me to align myself to the market; hence, my second interview went exceptionally well.



What would you say is the most important thing to do when going for an interview?

Make sure you do your research about the position and the company. Ensure you align yourself with the kind of candidate the organisation is looking for. Remember, always be confident.

Was it difficult to adapt from being a student to being a young professional?

Yes, it was, because the deadlines in the workplace are always consecutive, whereas in tertiary education, we always had our deadlines set far apart. Due to Covid-19, it is also quite challenging, because everything is done virtually, from the induction to the mentoring, so every learning process is quite slow.

What key competencies do you use in your workplace every day?

- Problem solving
- Teamwork
- Being output orientated
- Agile practices

What do you enjoy most about your job?

I enjoy working with the different teams and promoting teamwork amongst them, as it is a great work ethic. Leading projects is also quite an exciting challenge that enhances my problem-solving skills.

Do you face any challenges at work and how do you handle them?

Yes, I do face challenges, but I define the problem, divide it into smaller pieces and try to remain optimistic at all times. I always consult with my mentor, as I am still new in the field.

What did you enjoy the most about your time at the NWU?

What I enjoyed the most at the NWU was the first-year orientation. That was by far the greatest experience for me, because everything about it was amazing, especially the singing, dancing and partaking in the carnival competition. The

orientation process promotes unity and teamwork, which is a key skill in the corporate world.

Would you have done anything differently?

No, I enjoyed every moment of my life at university. I would love to relive my varsity days one more time, because they went by too fast.

What advice would you give to students entering the job market?

I would advise them to be open-minded, eager to learn, and to keep a positive attitude in everything they have to do.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I have learnt a lot of leadership skills through student leadership, for example time management, critical thinking, problem-solving, budgeting, managing money and accepting constructive criticism.

MONICCA THULISILE BHUDA

Junior Lecturer

Where do you work?

I work at the University of Mpumalanga, Mbombela.

When did you graduate?

I graduated in July 2019 and am currently enrolled for my PhD.

What qualifications do you have?

I have a Bachelor's as well as a Master's degree in Indigenous Knowledge Systems (BIKS and MIKS). My PhD in Social Science with Indigenous Knowledge Systems is in progress.

After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to four interviews and was successful in the fourth one.

What was your first interview like?

I was nervous and excited at the same time. Not knowing what to expect, I had to seek advice from the internet and working friends about the expected general



questions that could be asked during the interviews.

What would you say is the most important thing to do when going for an interview?

It is to research possible questions that will be asked during the interview. The internet can also assist with dressing tips and other necessary things. It is very important to wake up early on the day of the interview and prepare when there is still time.

Was it difficult to adapt from being a student to being a young professional?

No, I worked in different jobs as a student; therefore, I understood the work environment. As a PhD candidate and a lecturer, I am able to cope with all my work. The only challenge is the workload and academic pressure that I am currently experiencing.

What key competencies do you use in your workplace every day?

I use leadership, coping under pressure, communication, responsibility, and teamwork every day.

What do you enjoy most about your job?

I enjoy working with students and contributing to the bodies of knowledge. I also enjoy transferring knowledge and sharing my research with students.

Do you face any challenges at work and how do you handle them?

Working under pressure is a challenge for most professionals, including myself. Managing time and preparing for activities beforehand assist me in handling the pressure.

What did you enjoy the most about your time at the NWU?

I enjoyed the culture and diversity at the NWU. I also enjoyed different activities that catered for all students.

Would you have done anything differently?

No, during my time at university,

management and SRC leaders had the best interest of students at heart. They made it a priority for students to remain happy and feel at home.

What advice would you give to students entering the job market?

I would advise them to keep working hard and smart in order to achieve their end goals. There is always room for improvement and they should always be willing to learn from those above and around them.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

The NWU has taught me to be confident, bold, and be a leader. It has also taught me the spirit of resilience and perseverance. This institution made me the person that I am today. I arrived at the NWU as someone seeking education and later became more than just an educated individual. I have gained life-time skills that I apply at my workspace today.

PERSEVERANCE MKHONTO

Campus Intern Pastor

Where do you work?

I work at the Every Nation Campus.

When did you graduate?

I graduated in 2018.

What qualifications do you have?

I have a BA Law with Politics / LLB.

After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to one interview.

What was your first interview like?

It was an informal, conversation-style interview, which made it really comfortable.

What would you say is the most important thing to do when going for an interview?

The most important things are to be presentable, knowledgeable about the job, and honest when giving answers.



Was it difficult to adapt from being a student to being a young professional?

The transition wasn't difficult; challenging, but not difficult, because the work I do and the portfolios I run are in areas I had training in. I was therefore well equipped to cope with the work.

What key competencies do you use in your workplace every day?

The most important one is time management. The schedule can change every day, so I need to be flexible and available to maximise the time I have each day to finish all I need to do and not leave it until later, otherwise the work just piles up.

What do you enjoy most about your job?

I enjoy connecting with people. I also enjoy implementing new

strategies and rolling out plans. Planning and execution are my favorite things to do.

Do you face any challenges at work and how do you handle them?

There is always something to do and an obstacle to overcome. I enjoy teamwork and thinking out ways to solve problems as a team. Individually, I handle challenges in two facets: i. If I can handle it on my own, what is the implication thereof? ii. If I involve the group to deal with the issue, what is the implication thereof? Based on weighing up these two objectives, I decide which route to take when dealing with the presented issue.

What did you enjoy the most about your time at the NWU?

What I enjoyed most were the opportunities to contribute to student life and being able to be involved in various areas, from residence to SCC.

Would you have done anything differently?

Yes, I would have made more friends.

What advice would you give to students entering the job market?

Do something that makes you excited when waking up every morning. Work for excellence, not perfectionism. Be teachable and willing to learn; you can have a degree and still not know everything!

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

The most important ones are leadership skills, for sure. I've learned that the opportunity to study doesn't end when you have obtained a degree. Most skills come from allowing yourself to be a part of something bigger than yourself. I studied Law, but pursued other things too, not because I had free time, but because I wanted to learn and do as much as possible.

THAMSANQA MANGEZI

Junior Accountant (Investments, Subsidiaries and Associates)

Where do you work?

I work at Northam Platinum Limited.

When did you graduate?

I graduated in 2017, and then obtained my honours degree in 2018 and my master's degree in 2020.

What qualifications do you have?

I have a BCom. Economics and International Trade degree, as well as a BCom Marketing (Hons) and MCom Marketing degree.

After completing your studies, how many interviews were you invited to before receiving a job offer?

I was invited to six interviews.

What was your first interview like?

My first interview went well; I was confident and got straight to the point when the panel asked me questions. This was because I had prepared well in advance for all



my interviews and studied the annual reports of the respective companies. As a result, I walked into the interview being myself, being prepared and therefore displaying a great deal of confidence.

What would you say is the most important thing to do when going for an interview?

Preparing for the interview is the most important thing to do. Study the annual reports, ask a friend to have a mock interview with you and believe in yourself.

Was it difficult to adapt from being a student to being a young professional?

Yes, it was quite difficult.

What key competencies do you use in your workplace every day?

I use teamwork, problem-solving, personal motivation, communication, urgency, and attention to detail on a daily basis.

Future World of Work

What do you enjoy most about your job?

I enjoy the analysis of information and reporting on good-quality data. Given my experience in research, I love solving problems; once there is a problem, I see an opportunity to do research and fix the problem with my team. My responsibilities include community trusts, investments, US entities, local entities and maintenance of the master data. Once a year, I am also involved in the business planning for the company.

Do you face any challenges at work and how do you handle them?

Yes, we always face challenges in the working environment, but how I handle them is to find out the core/roots of the challenges and then work towards fixing them proactively and positively – we can never be reactive. Someone once said that it's good to utter a swearword or two and then get to the root of the problem as soon as possible.

What did you enjoy the most about your time at the NWU?

I loved the bashes such as Fresher's and RAG that I organised. I had this

opportunity as a member of the SCC responsible for organising and overseeing projects.

Would you have done anything differently?

No, the NWU was the best and my best memories were made there. Maybe I should have attended all my Economics (Econ 211) classes, especially the ones in the afternoon.

What advice would you give to students entering the job market?

Be humble, work hard and make a great impression – be the guy whom everyone can trust and depend on. Your qualifications assisted you to secure an interview, and now it's time to work hard and make sure that you add value to a team.

What are some of the positive personal attributes that you have gained from the NWU during your academic years?

I learnt that hard work, determination, and sacrifices are necessary to be successful.

You have probably encountered many reports on the world of work and its present and future states. Some are descriptions and others maybe predictions of the future by thought leaders or prescriptions of the future by various consultancies. These combined may seem like an intimidating collage; a mixture of accounts of the world of work as it is in the here-and-now, forecasts or scenarios of its future, and fore-warnings or signals of your place in the possible futures. And with the COVID-19 pandemic, it feels as if both the present and future are 'knocking on our doors' at the same time and both requiring urgency now. You may have heard, for example, of the 'great reset', the 'new normal', and the 'future that is now' in response to the pandemic, as well as the different possible forms of employment and remote, flexible, hybrid, and gig working. The pandemic has accelerated the future and you may feel that you are now studying, living, and working in both the present and the future-now. This means you need to pay attention to and

Dr Ajay Jivan

SABPP: Head of Research, Quality Assurance, HR Audits and Financial Controls



address both the present and the future-now and your place in it.

This can be bewildering. It is certainly a challenge to focus both on your employability now and your employability and place in the future. It is also daunting as new reports are constantly released of how industries and jobs are evolving and changing and with it the skills that will be in demand. These reports, such as the ones released by the World Economic Forum, also point to uncertainty regarding new industries and the jobs that may emerge therein. This

includes jobs from green and digital transformations of corporates, industries, and economies as well as disruptions of them from innovations.

The innovations in technologies, in particular, are centre stage in the many reports and debates on the future. You must have heard of the Fourth Industrial Revolution (4IR) and some of the associated technologies such as cloud computing; internet of things; augmented and virtual reality; distributed ledger technology; advanced automation and robotics; additive manufacturing; 3D printing; artificial intelligence; data analytics; geotechnology; nanotechnology; biotechnology; and neurotechnology. All the talk of 4IR, exponential technologies, new normal, and new ways of working and forms of employment can be difficult to navigate. It can be hard to find your bearings as these point to significant changes to work, the workplace, and the workforce now and in the future.

What can help you navigate the future world of work? First, focus on you – your head, heart, hands (which is a simple model used in leadership development). Consider your mindset, perspectives, and the way you approach the future. The future world of work demands continuous lifelong learning, enrichment of your mental models, and reskilling. Your tertiary education will serve as your scaffolding and launchpad. It is the beginning of your working life and career. You have a ‘marathon’ ahead of you in the world of work from this starting block, with many transitions and changes in your working life and career. For this marathon you will need a mindset that is growth-oriented, and you will need to further develop key capabilities such as learning to learn, critical thinking, complex problem-solving, futures literacies, collaborating, self-management, resilience, and an appreciation of diversity and inclusion. These will help you develop richer and broader mental models. As you develop these you will develop your vision of your place in the future and execute on it. You will figure out your purpose, what inspires you, and your path(s) forward.

The path forward is not always a straight line or singular path. Agility is a common theme in the discussions on the future world of work. It requires investment of your time, dedication, and work. A word of caution: many equate agility with entrepreneurship, and many assume that entrepreneur-

ship is only for certain persons or personalities or that entrepreneurship only refers to software or digital platforms. You need to critically question these assumptions and other assumptions that you will encounter. Do not narrow your perspective or limit yourself.

Second, understand your context(s) – the world of work as-is that you will confront and as it is evolving. Take what you are encountering and reading and break it down into the three ‘buckets’: work, workplace, and workforce. Ask yourself: what are the changes in work and how it is organised; what is driving this change; how is the workplace and organisation changing; what is driving this change; how is the workforce and forms of employment evolving; and what is driving this? Identifying and understanding the drivers in each ‘bucket’ can help organise your mental models of your context(s) and provide you with a more structured way to engage with the debates on the future world of work.

You need to pay attention to the above-mentioned changes in the specific occupations, jobs, and industries you are interested in and will be entering in. For example, as you begin your career you will need to continuously explore how 4IR will impact your chosen occupation, job, and industry by reading and engaging with both general and sector-specific discussions on the impact of 4IR. In the future you will need to evaluate how 4IR and other drivers of change will augment or redefine your work and job, and you may need to consider how it may substitute some of your tasks or lead to job reduction. This can be daunting and lead to anxiety about the future. However, proactively approaching the future can help you to navigate and transition through these changes. Again, agility and flexibility are common themes in the discussion on the future world of work.

To help you navigate the future world of work you could explore the various factsheets that are published by the South African Board for People Practices (SABPP), a HR professional body in South Africa, on the above themes and on the changes in work, the workplace, and the workforce. These can provide you an entry point and map to engage further on the future world of work. You can click on this link for the [2020 factsheets](#) and

Making Business Opportunities Happen

this link for the [2021 factsheets](#) for example. The table below provides specific factsheet links to explore.

Your head, heart, and hands	Mindset, emotional intelligence, and experimentation (see in particular page 20 of Factsheet 2020/02, March) Future readiness, employability, and literacy (Factsheet 2021/02, March) Future lifespan and employee life cycle (Factsheet 2021/03, April)
Your context(s)	Understanding 4IR and its impact (Factsheet 2020/01, February) Understanding the workforce transition issues for the green, digital, and crisis-led transformations (Factsheet 2020/04, May) Understanding changes in work and workforce transitions (Factsheet 2020/04, May) Understanding changes in work and definition of employees (Factsheet 2021/01, February) Future employability and reskilling (Factsheet 2021/02, March)

Remember you have a voice in the future. You have the agency to shape the future. These need investment by you in your own self and your paths and futures.

A business opportunity is the chance to meet a market need, interest or want through a creative combination of resources.

So many people want to be entrepreneurs but do not know where to start. Problems exist everywhere and as an entrepreneur, your main objective should be solving those problems. Every business you know of does that, and the better they are at providing solutions to those problems, the better they do. It is important to start seeing problems as opportunities; the mind shift will open your eyes to an endless flow of ideas and business opportunities.

As an entrepreneur, you should always live with your eyes wide open and learn how to view problems as a means to create solutions.

To find business opportunities and make it happen, you need to do the following five things: Identify problems as opportunities; be in the right place at the right time; be quick to act without cutting corners; team up; and execute.

1. Identify problems as opportunities

You can start your business opportunities by hunting around to see what the majority of people are struggling with or what they are looking for. The most successful entrepreneurs understand how to sniff out, test and execute unique opportunities more efficiently than their counterparts.

Most opportunities disguise themselves as problems. They can arise when new technology or products enter the marketplace and other people do not yet know how to harness those technologies.

Think outside the box while knowing what is inside the box.

Thinking outside the box is an age-old cliché but, applied effectively, can really be the key to business success. Analyse data to find the opportunities others have missed. Finding points of pain or frustration and then finding a corresponding innovative solution will keep your business ahead of the game. Before you can think outside this mythical 'box', it is essential that you first need to know what's inside it. This means knowing anything and everything about your industry – past, present and predictions for the future. Only by knowing what is already available, what has worked, what has failed and what your rivals have planned for the future, you will be able to come up with something truly innovative and fill that market gap. In short, do your homework.

Get a sense of direction.

When trying to find opportunities, do not be too general. You should be taking control of what opportunities you are trying to find by being specific about your particular situation. The only way to do this is by adopting a sense of direction. Which opportunities are you looking for? How are you going to find them? How are you going to act on them? Write down what you want to achieve. This will motivate you and set you on a course that will inevitably open more doors.

Understand needs and wants and the fuzzy grey line between them.

Understanding the difference between needs and wants is essential. For example, you need food to live, but you could survive without ice cream (although you might not want to). This is an issue that often causes confusion for consumers and you can benefit from that confusion by presenting the benefits and values of a product or service that would usually be a luxury item (a want) as being essential (a need) in order to achieve the desired fulfilled/fashionable/healthy lifestyle.

Do what others don't want to do.

Look for things that others don't want to do. This could be because these things are time consuming, dirty or boring but, dull as they may be, they still need to be done. By taking that bullet and offering products or services for mundane tasks, you could soon transform your product or service from a want into a need.

Make the impossible possible.

Solving a problem that nobody else has a solution to will obviously put you ahead of the game, so start by recognising what the sticking points are. Write down the flow of activity for a situation, recognise how this could be improved or which ways would ease the pressure and go from there. Remember, you need to know the problem first, but generally, there is always an answer somewhere.

Keep a journal.

Recording all the opportunities and meetings you have will be helpful in the long run. Not all of these will work out, but your journal will make sure you don't overlook anything that does not catch your eye at first. This will also help you to keep track of your progress and learn from your mistakes.

2. Positioning and timing

It is important to be in the right place at the right time. Once you have identified a potential opportunity, it is important to plan ahead and prepare yourself to act on it. You must know exactly what you need to do, for then it is just a matter of execution. Leverage all your skills and experience to bring in the right resources and be perfectly positioned to move quickly when the time is right. Gain as much knowledge and experience as possible; this helps with the homework thing. By talking to your peers, you'll gain essential industry insight and the better access to information you have, the more likely you will be able to take advantage of a situation quickly.

Have confidence while knowing that it is OK to fail.

Once identified, it's important that you take advantage of an opportunity, even if it is not guaranteed to succeed. After all, innovation doesn't come from certain outcomes but from taking risks and trying new things. Taking this jump will always be scary, but the more knowledge and experience you have, the easier and less risky it will be.

When all is said and done, as long as you're professional and polite, sometimes it's OK to be a little bit cheeky. Don't be afraid to aim high; after all, you might just be surprised.

3. Be quick, but do not cut corners

Every opportunity has a window of time, so you have to be quick. Never rush, though, as that will lead to issues such as poor work and overlooking pitfalls. Rushing can cause big mistakes and is a sure way to fail. Cutting corners is also a sure way to deliver substandard products or service and leads to poor customer satisfaction and/or legal issues.

Be reliable.

In many ways, reliability is the key that opens every door; it's one of the big traits you should adopt. When you start flaking out, people don't want to work with you. When you break someone's trust, they will not be willing to share or collaborate with you.

4. Team

Time is limited; you cannot do all the work on your own. Assemble the right team that will be able to understand the opportunity and can help you meet those goals on schedule. Together, you can build a rapidly growing business and team, and establish yourself as the market leaders.

Collaboration and networking

You may prefer to be a lone wolf, but in business, this will not get you very far. The fact is that you have to network and collaborate, because other people also have a lot of great ideas. Use those great ideas to propel you to greater heights. Go out of your way to attend events and network. Set aside some time every day to network on social media platforms like LinkedIn. Build those relationships. The only way you can start to collaborate is through networking first.

Find a mentor.

A mentor is someone who has already achieved more than you. Do not get jealous, seek them out. I have always believed that a mentor is the key to getting better and finding brand new opportunities. These are the people who can help you achieve more, but you have to be willing to humble yourself in order to seek out the help of someone else. Be willing to admit that you don't know it all, even if it is tough. Mentors are important. They are there to motivate. They are there to inspire. They are there to take you to new heights.

Outsource.

Save those precious minutes on non-essential tasks. The time saved could be used to chase down and follow up on more opportunities and gain more knowledge and experience.

5. Execute

Execution is the most important point. It looks different for every business, but it is important that you should be productive and not just busy.

Have you ever heard of the businessman who constantly says he is just waiting for the right opportunity to come along? Waiting to be inspired means, potentially, waiting until the end of time. I am not going to do that and you should not either. Don't wait for the opportunity, go find the

opportunity, whether it is a trading opportunity or a simple small-business opportunity.

Opportunities can appear anywhere and at any time, but it is a myth that they just pop up out of nowhere and without any warning. The biggest businessmen in the world worked hard to make those opportunities happen. However, don't start patting yourself on the back because you found an opportunity. Take advantage of it.

"Opportunities are like sunrises. If you wait too long, you miss them," Virgin Group founder Richard Branson quotes writer William Arthur Ward in a recent blog post. Like sunrises, opportunities are fleeting and will pass if you are unprepared. Branson says that they do not always come at the perfect time, either, so you must be ready to seize them when the chance presents itself. "Opportunities are usually disguised as hard work, so most people don't recognize them," Branson quotes columnist Ann Landers. Ironically, hard work is the key to taking advantage of opportunities. If you put in the time, effort and commitment, you'll open many doors for yourself. It's only a matter of noticing opportunities and acting upon them.

How to Budget for Start-Up Success

There are many important elements to consider when starting a new business and one that usually gets forgotten along the way is a budget. A budget is essential to ensure your SME future, but to many budding entrepreneurs, the task of putting one together is both daunting and unknown. Here are some top tips for drawing up a plan to control your finances and give your new business the best chance of success.

By Gary Epstein

Budget Planning

Budgeting is essential. It allows you to control your cash flow and make provisions for larger costs, as well as giving you an indication of when the time is right to invest in your idea further and expand it. You have to stay in control of your expenditure at all times, whether you are a million-rand multinational corporation or a small and operational start-up. The only difference? How much and where budget is allocated.

See your budget as a plan to control your finances. You don't want to run out of cash and fall short of payments. Similarly, you want to know you can meet your current goals, as well as plan for future ones.

Although it works hand in hand with cashflow projections, it is important to note the distinction between a forecast and a budget. A forecast is a very

important business management tool that is essentially a cost prediction of the future, whereas a budget is a planned outcome of this same future based on the objectives of your business plan. To break this down even further, a budget is about profit and the cash flow forecast is about cash.

Your budget in practice

Once your business is operational, it's essential to plan and tightly manage its financial performance. Creating a budgeting process is the way to keep everything on track. See your budget as the GPS for your business – it will keep you heading in the right direction.

A budget should include your revenues, costs, and your profits or cash flow so that you can figure out whether you have any money left over for capital improvements or capital expenses. A budget should be tabulated at least yearly. Most yearly budgets are also divided up into 12 months, with blank columns next to your estimates to fill in with your actual results as the year progresses. You have to factor in potential market changes, customers and their demands, competition from rival companies, your business objectives and key performance indicators, team management, forecasts and any obstacles you may encounter along the way.

How to draw up a budget

Dedicate time to this process and if possible, seek assistance from your accountant or financial team to provide you with estimates for your budget. As a start-up business it is likely that this role will land on you, and it will be your responsibility to ensure your budget is realistic.

Your budget must include projected cashflow, typically on a monthly basis. This allows you to pinpoint any issues immediately, rather than waiting, running the risk of making the problem far greater.

A budget must also encompass costs – fixed ones such as rent and salaries, variable expenses including materials and products, and one-off capital costs, such as a lease or buying a computer. Finally, a budget must take account of revenue forecasts. This means both historic sales and future sales must be included.

Don't kid yourself

There is no benefit to creating an artificial profit by overestimating earnings, or underestimating costs. Make sure you have built in the cost of your time and the sensitivities of seasonality, depending on the market you are entering. When you grow as a business, you must also consider staff holidays and how this will affect turnover. Although you may not immediately need to give yourself a salary, eventually you will and you will have to include this in your budget, too.

Be flexible

Once you make a budget, you should stick to it, but be open to reviewing and revising it as needed when the market, pricing, or anything else that could have an impact on your business changes.

Budget to monitor growth

The great thing about budgeting is the ability to benchmark performance. Comparing your budget year on year also allows you to implement your key performance indicators if they do, in fact, need revision, as well as comparing figures for growth and projected margins with your market competitors. Remember to always review and revise. Ultimately, as an entrepreneur, your business's budget is also your budget. Owning an SME means allowing it to impact both your business and personal considerations. Budgeting your own expenditure could mean the difference between success and failure. So be smart with your start-up. Don't cash out before you can cash in.

GARY EPSTEIN is the MD of EasyBiz, the distributors of QuickBooks Accounting Software in South Africa and Sub-Saharan Africa.

Entrepreneur Magazine: February 2014



THE FIDUCIARY INSTITUTE OF SOUTHERN AFRICA



PEOPLE | PLANET | PROFITS

Q

**Are you a law or accounting graduate?
Do you have a highly developed sense of ethics?
Do you want to help others while making money?**

A

A range of interesting careers in fiduciary practice awaits you.
“Fiduciary” implies a sense of duty and care – which is what you will have as a fiduciary practitioner whether you are in trusts, wills, estate planning or administration, or tax advice.

What must I do?

- Become a candidate member of the Fiduciary Institute of Southern Africa (FISA)
- Then consider doing the Advanced Diploma in Estate & Trust Administration through the University of Free State (distance learning)
- Following which you can apply to FISA for the ultimate designation of Fiduciary Practitioner of SA® (FPSA®)

Did you know?

FISA has developed an extensive archive of fiduciary-related court case summaries. You can read these on our website under “Court cases”.

Join us



Introducing Yourself

The Cover Letter

A CV should always be accompanied by a cover letter which conveys your personality and enthusiasm, and draws attention to your experience and suitability for the job you are applying for. Your cover letter can differentiate your CV from the others – make sure that you grasp the opportunity to market yourself. The letter should intrigue the reader so that he/she would want to read the entire CV.

Layout

The letter should have only three paragraphs:

The first (very short) paragraph should contain the reference to the advertised post, the reference number in the advertisement, and where and when the advertisement appeared. If the CV is sent after a telephone conversation or personal referral, it should be mentioned here.

The second paragraph (the longest in the letter) should indicate the way in which your own knowledge, qualifications, skills and personal qualities are suited to the post requirements.

The final paragraph (which is also very short) should mention your positive expectation to hear from them, thank them for their time and draw their attention to your contact details.

Appearance

The cover letter should:

- be a formal business letter, like we all learnt at school;
- fit on one page;
- be neatly and clearly printed on the same good quality paper that you used for your CV;
- be well laid out and easy to read; and
- be free of typing, spelling or grammatical errors.

Contents

The contents should:

- be brief and structured. Avoid repetition of lengthy information that is covered in your CV;
- address the relevant contact (if mentioned in the job advertisement). If no contact person was mentioned, the salutation should read 'The HR Manager', 'The Advertiser' or 'Dear Sir/Madam'. Don't write 'To whom it may concern';
- refer clearly to the post title, any reference number, as well as where and when the advertisement was noticed;
- refer to your CV and emphasise relevant points;

Cover letter tips

Always analyse an advertisement and identify requirements before writing your letter and updating your CV.

The main purpose of the letter is to motivate the recipient to read your CV as well.

Pose short questions or develop concise statements that entice the employer to turn the page and take a look at your CV.

- outline your current situation briefly, as well as the reason why you are interested in the job;
- emphasise the reason why the employer may want to meet and employ you;
- highlight your skills, achievements and possible contribution to the organisation;
- contain phrases that express your personality;
- ensure that the reader is left with the impression that you are a potential match for the job; and
- close with a polite and positive expression of interest in further dialogue with the employer or recruiter.

Get right to the point – assume that the reader is merely skimming your letter and looking for a good match for the vacancy.

Your goal should be to write something that resonates perfectly with that which is already on your reader's mind.

SAMPLES OF COVER LETTERS

<http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.html>
www.coverletterexamples.net/
www.resumecoverletterexamples.com/
www.bestcoverletters.com/
www.resume-resource.com/covers.html
<http://susanireland.com/letter/cover-letter-examples/>
www.nothingbutcoverletters.com/
www.cvtips.com/cover-letter/view-free-cover-letters.html
<http://workbloom.com/cover-letter/cover-letter-samples.aspx>

Your Curriculum Vitae

The Ultimate Marketing Tool

Your CV is your marketing tool and its focus should be on your skills that contribute to the position you are applying for. The following should be included:

Personal details:

Your name and surname should be prominent and could even be the title of the document. Telephone numbers should be current. If you use an informal or comical e-mail address, you may wish to create a new e-mail address that includes your name. It is not always necessary to include information relating to your nationality, age, sex, marital status, languages or health. Ensure that you are easily contactable at the address you provide and, if applicable, include information regarding your driver's licence.

Career objective:

An objective gives focus to your CV – the reader will know immediately what you are looking for and if you are a good candidate for the advertised position. This is the section in which you must state your career focus and impress the reader with your achievements and strengths.

Educational information:

List brief details of your academic qualifications, starting with the most recent achievement/qualification. List the degree, diploma, matriculation as well as the year and name of the institution. The older you are, the less important your school information will become. It might not be necessary to include the school subjects. Indicate your interest for the immediate future. What are you looking for now? It is also important to include everything you achieved while you were studying. List competitions won, awards received and leadership positions you served in, e.g. chairperson of committees. End this section with a short sentence about the extracurricular activities that you participated in.

Work-related experience:

List your most recent experience first, continuing in reverse

chronological order. Use short sentences, positive language and highlight relevant achievements. Mention the positions you held and companies you worked for, including the dates. Ensure that you include your part-time, volunteer and vacation work. Mention in detail the skills, abilities and experiences you acquired during your work. Because you want the reader to find information quickly, you will need to organise your experiences in categories. Possible category headers are the following: Relevant experience, Volunteer experience, Teaching experience, Lab experience, Community service, Clubs / Organisations, Awards, and Other achievements.

Skills:

It is important to match your skills to the job you are applying for. A CV that highlights relevant skills and experience will boost your chances of getting an interview. If you are going to apply for different jobs, you should tailor your CV to each job. Detail specific skills you have gained and also their relevance to the job you are applying for. The ability to work on a computer is a key skill. List all the programs you are able to work with, as well as your proficiency level on each program.

References:

If this is your first job, it would be wise to nominate tutors or mentors as your references. Always verify that references are willing to provide information about you before you include them in your CV. Your references should be able to answer questions on your achievements, work ethics and personality.

Presentation and layout:

The layout of the CV could already demonstrate whether you meet the skills specified in the job advert. The CV must be easy to read and visually appealing – avoid using excessive underlining, bold italics, long paragraphs and multiple fonts. It is a good idea to use bullet-point lists. Headings are useful for scanning and must be consistent in style. You can even use headings taken from the advertisement or job specification. First impressions matter – use quality paper and check for correct spelling and grammar.

CV style:

Which style of CV would be best for your job application?

The chronological CV is the most familiar CV format and outlines your education, experience and

achievements in reverse chronological order.

The skills-based CV focuses on evidence of your relevant skills. Use headings to present your skills, which should be focused on the needs of the employer.

The academic CV can be useful when you apply for an academic or research career. Use appropriate headings to explain your research interests, e.g. Dissertation, Research abstracts, Areas of expertise, Publications, Presentations and/or conferences attended, and Awards.

Do's & Don'ts

CV Don'ts

- Don't overuse the personal pronoun I.
- Don't send the same CV with every job application.
- Don't describe duties – focus on achievements.
- Don't use lengthy sentences; rather use a bullet list for an easy to read format.
- Don't exaggerate or lie.
- Don't leave gaps in your educational and employment history.
- Don't give relatives as references.

CV Do's

- Keep it short, concise, easy to read and straightforward – focus on content, not length.
- Check for typing, spelling and grammatical errors.
- Adjust your CV to fit the specific job you are applying for.
- Focus on the job and ensure that your CV is relevant. Make sure that the relevant experience and skills are prominently displayed.
- Keep the reader in mind.
- Be positive and relay your strengths.
- Include a career objective.
- Include a cover letter.
- Demonstrate that you understand the nature of the job being advertised and explain why you want to work in that area.
- Highlight briefly how your skills and abilities fit the vacancy.
- Research the company before you compile your CV.
- Print on quality paper and ensure that the layout is good. Print the cover letter on the same type of paper.

Curriculum Vitae

Example

AWESOME STUDENT

084 778 1234 | awesome.student@gmail.com

Postal Address: PO Box 1234; Mafikeng; 2531

1. Personal Information

Surname Student

Name Gifted Awesome

I.D.number 900101 0123 456

Nationality South African

Languages Tswana, Afrikaans and Engels

Driver's License Code A en B

2. Personal Profile

At least 10 words (adjectives) which will describe your personality, personal qualities or traits which will lead to success in the specific job/career, as explained in the CV workshop by the Career Consultant.

3. Career Goal / Objective

Explain what kind of a job you are looking for at what kind of a company. Show the prospective employer what you are looking for matches their job vacancy/company. You may include it only in your covering letter. Refer to: Functional area (job); level in the organization; type of organization; size of organization; eventual goals and specific skills sets.

4. Academic Background

- 4.1 List qualifications starting from highest and include only the subjects which are necessary.
Refer to academic record for all subjects.
- 4.2 Other courses attended and skills obtained.
- 4.3 Academic Achievements.

5. (Life) Experience

Remember: "VERBS & CONTEXT"

Typical headings are given below. It will be unique in your situation, as explained in the CV workshop by the Career Consultant.

- 5.1 CULTURE - Debating; Music; Singing; Dancing; Acting; etc
- 5.2 SPORT - Soccer; Tennis; Ballet; Athletics; etc
- 5.3 LEADERSHIP
- 5.4 COMMUNITY ACTIVITIES
- 5.5 ENTREPRENEURSHIP
- 5.6 ACADEMIC ACTIVITIES - Research; Data gathering/-processing; Student Instruction; etc
- 5.7 INTEREST AND HOBBIES - Photography; Gardening; Flower arranging; etc

6. Work Experience

Name of employer; period, job title AND a description of what you did.

Remember: "VERBS"

7. References

Employer:

Mr. P. Wessels; Sunshine Pharmacy;
Mafikeng.
082 123 4567

Lecturer:

Dr. J. Alison; Department of Statistics;
NWU; Mafikeng.
082 234 5678

More CV tips:

- Font should be easy to read, size should be between 10 and 12. Avoid colour.
- Your address could also be in table format underneath your name and surname.
- Your email address should be professional. Avoid nicknames.
Highlight briefly how your skills and abilities fit the vacancy. Organise your experiences in categories.
- Make sure you include the institution, degree, date of completion and main subjects. Start with the most recent qualification. It might not be necessary to include the school subjects.
- The older you are, the less important your school information will become.

Be Concise

Continue revising and fine-tuning your CV. Proofread! Don't rely on a spellchecker. Have two or three different people proofread your CV.

Ensure that your CV is well spaced and visually attractive. Check and recheck your CV for errors.

Curriculum vitae

Checklist

Check the list below against your current CV to make sure that you have the basics covered.

Your CV in General

- Does your CV look attractive? Would the reader be interested in you as a candidate?
- Is it well organised, concise and structured into one to three pages?
- Has the CV been checked for spelling, grammar and typing errors?
- Is the lay-out well balanced and the space used effectively with headings?
- Is it easy to read, with clear font and characters that are not too small?
- Does the most relevant information occupy the most space?
- Did you print your CV on good quality paper?
- Did you adapt your CV to suit this specific application?
- Did you create a cover letter to accompany your CV?
- Will the employer be able to contact you by using your personal details on the CV?
- Did you use action verbs & short sentences and phrases that are to the point?
- Are you sure your e-mail address is professional?
- Are the pages numbered?
- Does your CV include a cover page?

Your References

- Did you include contact details of your references?
- Have you asked your references permission to cite them in your CV?

Your Educational Information

- Except for your tertiary and secondary education, did you include additional training?
- Did you include all your qualifications, as well as the completion dates?
- Your Work Experience and Skills
- Did you list your experience chronologically?
- Did you list the most recent experience first?
- Did you emphasise the most relevant experience?
- Did you explain any gaps in your work experience chronology?
- Did you tailor your CV to the specific position you are applying for?
- Did you include your career objective and core competence?
- Does the career objective align with the position you are applying for?

Did you know that the average employer will spend approximately 10 to 20 seconds reviewing your CV the first time? You MUST, therefore, attract attention – make the seconds count!



**DON'T
MAKE
EXCUSES.**

**MAKE A
DIFFERENCE.**

By training as a Chartered Accountant, you'll gain the skills and perspective needed to make something tangible and enduring: a difference.

**BECOME A DIFFERENCE MAKER.
BECOME A CHARTERED ACCOUNTANT.**

The Fourth Industrial Revolution

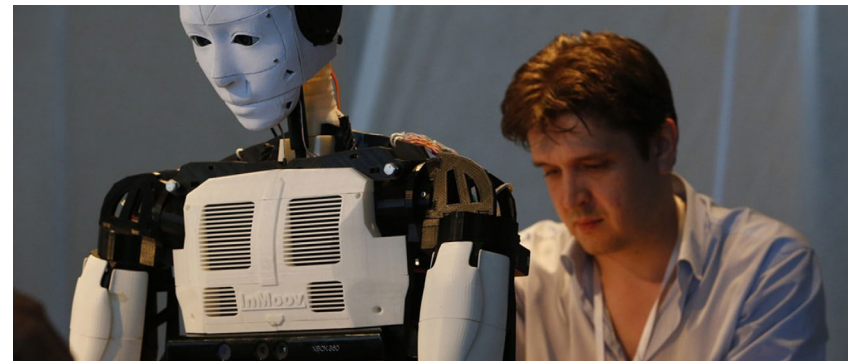
Introduction

The Fourth Industrial Revolution is known by different names, namely Industry 4.0, Industrial Revolution 4.0, and 4th Industrial Revolution (4IR). Later in this article, it will be explained why the most recent revolution is referred to as the "fourth".

This fourth revolution generates considerable interest and debate among scholars, informaticists, educationists, and business leaders around the globe. The industry shift (change or turnaround, as the term revolution implies) we are noticing, experiencing and envisioning brings with it exciting opportunities, but also

inevitable challenges to various industries, professional practices and everyday life.

In 2016, it was predicted that by 2020, 4IR would bring us advanced robotics and autonomous transport, artificial intelligence and machine learning, advanced materials, biotechnology and genomics, as well as a change in importance in up to one-third of the skills that are deemed important today (World Economic Forum Report, 2016). Many more interesting things are predicted and we start to see evidence of it in every aspect of our lives.



What is an Industrial Revolution?

An industrial revolution is the process of change within industries, for example from an agrarian economy (growing food for own use with limited tools and implements) or a handicraft economy (e.g., building shelters, sewing clothes and weaving rugs for own use with limited tools and implements) to production processes that are dominated by technology, industry, process controls, computers and machines.

Before the first revolution, most people lived in widespread rural communities, making a living off the land. With the advance of technologies (e.g., implements and tools) and, eventually, commercial farms and factories, people began working for companies located in urban areas. The wages were often low and conditions were harsh. However, working for businesses provided a better living than farming.

A Brief History of Industrial Revolutions

Industrial revolutions are more than eras in which new technologies are developed and introduced. Rather, they are times of technological change that have a particular set of characteristics that are connected to, and contemporaneous with, broader social transformation. These revolutions lead to changes that go beyond discreet technological capabilities and, instead, shift entire systems of power.

The First Industrial Revolution, which first emerged in the United Kingdom in the 18th century, brought with it both steam power and factory politics, as women were pushed out of manufacturing roles in favour of a male-dominated workplace culture. The combination of steam power and mechanised production created a step change in output. This dynamic increase in capacity and productivity led to urbanisation, the growth of regional and global market economies, the relevance of democratic governments, and a rising middle class in the Western Hemisphere.

The Industrial Revolution inspired scientific and technical pursuits and the revision of academic fields.

It brought new forms of literature and, as state-funded science was not the norm, stimulated entrepreneurial endeavours to spur further breakthroughs and gain new insights into emerging disciplines.

The 1st IR arose from harnessing water and steam power toward more systematic and efficient forms of manufacturing. Typical descriptions of the 1st IR mention steam engines applied to the mining in Cornwall and the role of steam power in enabling massive increases in the scale of manufacturing. In one of the earliest descriptions of the Industrial Revolution, the expansion of power and mechanical production became a revolution only from its coupling with a “political culture which was receptive to change,” including shifts in financial arrangements as well as other social progress.

The Second Industrial Revolution, dated between 1867 and 1914, was a subsequent wave of systems change that coalesced into the modern belief that science and technologies are the way forward to a better life and that progress is in many ways a destiny for humanity.

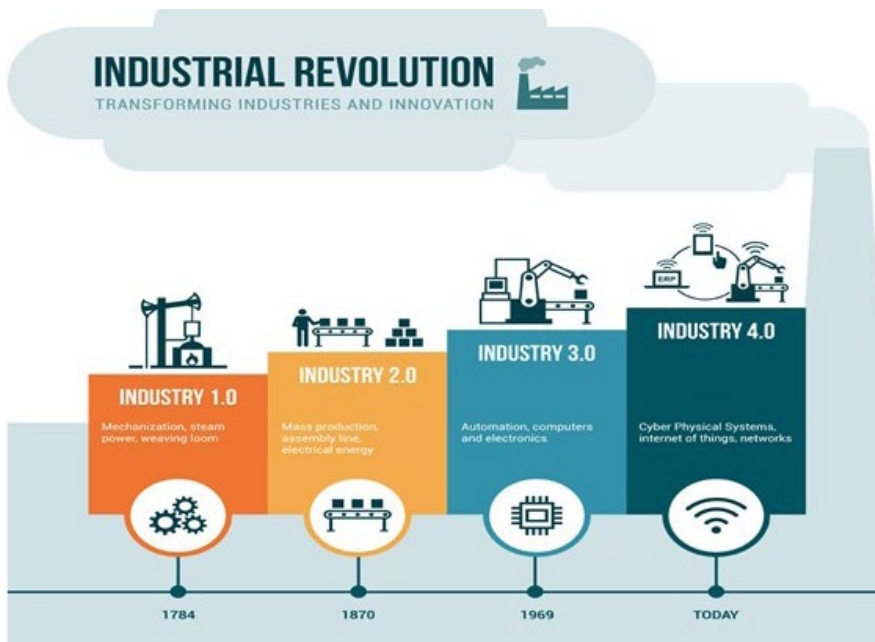


Figure 1: The four industrial revolutions

Entrepreneurs applied science in production processes, and the era saw a boom of products that were the direct outcome of science and engineering. The revolution brought a step change in standardisation, technical complexity, and precision in manufacturing, as well as large-scale technological infrastructure such as electricity grids and new forms of public transportation based on the internal combustion engine. Alongside innovations such as the steamship, the telephone, the gas turbine, artificial fertilisers, and mass production, a far more mobile and cognisant international public was developing a desire for goods, travel and, perhaps most important for the next industrial revolution, information.

The 2nd IR is associated with new manufacturing technologies based on electricity, which triggered additional changes, launching what some have described as a “new economy.” The profound changes in society and education that arose from the first two industrial revolutions spanned several decades, lagging well behind the initial introduction of the catalysing technologies of steam and electricity.

The Third Industrial Revolution, which began in earnest following the Second World War, brought a step change in information theory and the power of data. It bloomed alongside the discovery of the double helix, the space race, and the development of nuclear power. It shaped a post-war world that needed new economic structures and had shifting conceptions of the human place in the cosmos, the natural world, and the political order. It also connected the planet’s societies through infrastructure and applications, creating new flows of information and sharing that continue to shape values, knowledge, and culture.

The 3rd IR, which is generally attributed to computerisation and web-based interconnectivity that were developed in the 1980s and 1990s, is only now having its rippling effects upon society, politics, economics and education. One of the largest ripples from the 3rd IR was the move toward online education.

Governments and businesses recognised the power of computers in the performance of complex calculations and, eventually, for general-purpose use. Rapid progress

toward increasing computational power led to a more interconnected and complex world in many ways and is still driving change across sectors and regions at the beginning of the 4th IR, just as the continuing spread of electricity access is still bringing the benefits of the 2nd IR to communities around the world.

The Fourth Industrial Revolution, like the revolutions before it, provides incredible opportunities for individuals, industries, and nations. Artificial intelligence, the Internet of Things, and the potential of quantum computing promise the better optimisation of systems. Distributed ledger technologies - for instance, *blockchain** - are demonstrating utility far beyond the emergence of cryptocurrencies, for example the provision of secure, digital identification, managing fraud and externalities in value chains, and creating greater transparency in government procurement.

**A blockchain is a decentralised, distributed and sometimes public, digital ledger that is used to record transactions across many computers so that any involved record cannot be altered retroactively without the alteration of all subsequent blocks.*

Neurotechnologies are advancing quickly and may soon augment human cognitive and physical capabilities in ways that were pure science fiction only a decade ago, while faster and more durable approaches to multidimensional printing will bring personalised, unique, and essential objects and structures into daily life.

The 4th IR is often described as the result of the integration and compounding effects of multiple “exponential technologies” such as artificial intelligence, biotechnologies and nanomaterials. One example of the emerging reality within the 4thIR is the development of synthetic organisms (life from DNA created within computers and bio-printed) manufactured by using robotic assembly lines, where nanomaterials provide immense improvements in the efficiency of production. The 4th IR extends the paradigm of industrial revolution into a future where many of the elements of what we might consider industry (fixed and centralised factories and massive labor forces within large corporations) will no longer exist.

In Summary

The **1st IR** is defined as the changes in manufacturing equipment.

The **2nd IR** is defined as the changes in manufacturing processes and transportation that began with fewer things being made by hand, using machines in larger-scale factories instead.

The **1st and 2nd IR** changed how we produced and consumed products.

The **3rd IR** changed how we communicate. The **4th IR** will change us! This IR heralds a paradigm shift in how people, processes, things, data and networks communicate and connect with each other. Schwab posits in his book *Will the Fourth Industrial Revolution Have a Human Heart?* that this revolution differs from the previous three revolutions in the fact that it is not based on breakthroughs in technology, but rather on communication and connectivity.

The main features involved in the first two industrial revolutions were technological and socio-economic, comprising cultural changes and improvements, which has impli-

cations for the Third and current Industrial Revolution.

In his video *The best explanation of the Fourth Industrial Revolution ever*, Graeme Codrington explains that the **Second** and **Fourth Revolutions** are similar in a very specific way, and some lessons for our future can be taken from this insight. He states that the emphasis of the 2nd Revolution was not the creation of new technologies, but rather the processes of embedding, optimising and putting to work the technologies emanating from the 1st Revolution (e.g., steam, electric power and mechanisation), from factories to the everyday life of ordinary people. We should use the 4th Revolution in the same way. Most of the technologies of the 3rd Revolution regarding ICTs, Artificial Intelligence, automation et cetera (and of course those from the 1st and 2nd Revolutions) are at our disposal (although new technologies will continue to be developed). Our focus during the 4th Revolution should also be on the processes of embedding, optimising and putting to work these technologies for bettering our societies, economies and life in general.

What is so different about the Fourth IR?

The 4th IR involves a fundamentally different range of new technologies, fusing the physical, digital and biological worlds, impacting all disciplines, economies and industries, and even challenging ideas about what it means to be human. 4IR involves the adoption of cyber-physical systems such as the internet of things* and Internet of Systems*.

*The internet of things, also known as IoT, is a network of interconnected smart devices that allows each separate device to interact (i.e., send or receive data) from other devices on the network.

*The internet of systems consists of business-owned systems that can collect data from IoT networks to make independent decisions about your business' marketing campaigns, sales et cetera.

As the internet of things becomes more mainstream, smart devices will have more access to data, which could allow them to become more independent. Eventually, smart devices might have enough information to make decisions autonomously and control key business processes such as supply chains without human input.



Whether autonomous machines are a good or a bad thing depends largely on the opinion of the person you consult. As mentioned previously, some envision a dystopian, hellish world straight out of a science-fiction film, where robots have taken all the jobs, leaving humans unemployed and miserable. Without employment, our lives would become meaningless, leading to drug addiction, violence and widespread public unrest.

Most, though, believe that robots would eradicate the rather dull aspects of our work and allow humans to focus on more challenging, fulfilling tasks, leading to a happier and more productive society overall. Regardless, once the Fourth Industrial Revolution reaches full maturity, it will impact nearly every industry in every country.

The 4th Industrial Revolution is largely driven by four specific technological developments: high-speed mobile internet, AI and automation, the use of big data analytics, and cloud technology. Of these four technologies, AI and automation are expected to have

the most significant impact on employment figures within the global workforce.

Like the electricity we take for granted, the Fourth Industrial Revolution (4IR) is permeating all facets of our lives. We may not realise it, but 4IR encompasses many of our digitally connected products and services, advances in smart factories and cities, and the ever-increasing level of automation in our homes and offices. With some seven billion connected devices now in use, we are living in a hyper-connected world, one powered by essential technologies such as artificial intelligence (AI), the internet of things (IoT), advanced data analytics, and blockchain.

These transformations, if managed wisely, could lead to a new age of good work, good jobs and improved quality of life for all, but if managed poorly, pose the risk of widening skills gaps, greater inequality and broader polarisation. World Economic Forum, 2018 Report

Conclusion

The concept of the Fourth Industrial Revolution affirms that technological change is a driver of transformation relevant to all industries and parts of society. Furthermore, it highlights the idea that, at certain stages in history, sets of technologies emerge and combine in ways that have impacts far beyond incremental increases in efficiency. Industrial revolutions are revolutions in the systems that surround us, step changes in the complex interplay between humans and technology, and transformations that result in new ways of perceiving, acting, and being.

Technologies such as robotics, advanced materials, genetic modifications, the internet of things, drones, neuro-technologies, autonomous vehicles, artificial intelligence, and machine vision, are becoming more integrated into our physical, social, and political spaces, altering behaviours, relationships, and meaning. The outcomes of ongoing research, development, and commercialisation and the adoption of emerging technologies are relevant far beyond the products that make our lives easier, reflecting a fundamental set of shifts in human identity

and a restructuring of the ways in which we experience the world.

On some level, workforce changes and technological advancements are normal and to be expected of any developing society. Some worry that the 4th IR could create a dystopian world in which robots could take our jobs and there could be a massive wealth disparity between those who own the robots and those who don't. However, automating key tasks could eradicate the more tedious aspects of our jobs and allow human employees to focus on more meaningful, fulfilling tasks, helping people across every industry in completing their jobs to a higher standard.

We prefer to think that the Fourth Industrial Revolution will have a mostly positive impact on the future of work and are excited about the upcoming changes; therefore, we are currently looking for ways to integrate AI technology into our workplace.

What Do Employers Want?

One of the most frustrating challenges in job-seeking and preparing applications for jobs is to determine exactly what skills and attributes the employers are looking for.

This article aims to equip you with knowledge of some of the skills that employers have indicated as being important to them, as well as skills that knowledgeable people write about.

In one survey, where a large group of employers were asked to list the most important selection criteria for graduate appointments (in addition to relevant academic qualifications, of course), the findings were as follows:

The most important quality for those employers is interpersonal and communication skills. This refers to your ability to communicate, interact and achieve goals with other people, and to act responsibly and professionally at all times. It includes listening skills, as well as positive body language, eye contact and gestures. Your verbal skills are rated by the way in which you ask or answer questions,

give or receive instructions and speak to larger groups. Your written skills are evaluated by the clarity and comprehension in your CV and cover letter, and your ability to write letters, memos, reports et cetera.

The second most important quality is drive, commitment and knowledge of the industry. This refers to your ability to convince the employer that you understand the job contents, the outcomes you must deliver and the contribution you are expected to make to the business (and even the industry). You must display a passion for doing this job and be prepared to invest your best effort in making a success of it.

The third most important quality is analytical thinking and problem solving abilities. Especially in positions where academic qualifications are required, employers

expect you to have the ability to apply theoretical knowledge in practice, solve difficult problems, or improve processes and outcomes.

In her book, "What employers want – The work skills handbook", Karen Holmes confirms these findings when she describes the following four skills as the most important ones for employers:

- Communication
- Team-working skills
- Problem-solving and decision-making skills
- Numerical and computer skills

This fourth skill refers to the confident use of electronic technology, rather than the understanding of typical mathematics. Employers value skills in electronic data-management, such as finding data, interpreting it, presenting it and storing/retrieving it. It also includes effective use of the internet, word processing, spreadsheets, presentation software and databases.

The author adds the importance of having the right attitude to

the above four skills. The right attitude includes being passionate, focused, driven, committed, willing, determined, motivated, adaptable and devoted, as well as reliable and polite. (For more on attitude, please refer to the article What makes you competent?)

Jeff Haden, in an article called "8 Qualities of Remarkable Employees", takes it further by distinguishing between great and remarkable employees.

He says that **great employees are reliable, dependable, proactive, diligent, great leaders and great followers ...** They possess a wide range of easily-defined – but hard to find – qualities.

A few hit the next level. Some employees are more than great – they are remarkable, possessing qualities that may not appear on performance appraisals, but make a major impact on performance nonetheless (not only performance of the employee, but performance of the whole company).



Qualities of Remarkable Employees

Here are eight qualities of such remarkable employees:

1. They ignore job descriptions. The smaller the company, the more important it is that employees can think on their feet, adapt quickly to shifting priorities and do whatever it takes, regardless of role or position, to get things done. When a key customer's project is in jeopardy, remarkable employees know without being told that there's a problem and they jump in without being asked – even if it's not their job.
2. They're eccentric... Remarkable employees are often a little different: quirky, sometimes irreverent, even delighted to be unusual. They seem slightly odd, but in a really good way. Unusual personalities shake things up, make work more fun, and transform a plain-vanilla group into a team with flair and flavour. People who aren't afraid to be different naturally stretch boundaries and challenge the status quo, and they often come up with the best ideas.
3. But they know when to dial it back. An unusual personality is a lot of fun... until it isn't fun anymore. When a major challenge pops up or a situation gets stressful, the best employees stop expressing their individuality and fit seamlessly into the team. Remarkable employees know when to play and when to be serious; when to be irreverent and when to conform; and when to challenge and when to back off. It's a tough balance to strike, but a rare few can walk that fine line with ease.
4. They publicly praise... Praise from a boss feels good. Praise from a peer feels awesome, especially when you look up to that person. Remarkable employees recognise the contributions of others, especially in group settings where the impact of their words is even greater.
5. And they privately complain. We all want employees to bring issues forward, but some problems are better handled in private. Great employees often get more latitude to bring up controversial subjects in a group setting, because their performance allows greater freedom. Remarkable employees come to you before or after a meeting to discuss a sensitive issue, knowing that bringing it up in a group setting could set off a storm.
6. They speak when others won't. Some employees are hesitant to speak up in meetings. Some are even hesitant to speak up privately. Remarkable employees have an innate feel for the issues and concerns of those around them, and step up to ask questions or raise important issues when others hesitate.
7. They like to prove others wrong (especially doubters, pessimists and negative people). Self-motivation often springs from a desire to show doubters that they are wrong. Potentially, the kid without a college degree or the woman who was told she didn't have leadership often possesses a burning desire to pull other people down to his or her level. Remarkable employees are driven by a deep and personal belief in truth, honesty, positivity and perseverance.
8. They're always fiddling. Some people are rarely satisfied (in a good way) and are constantly tinkering with something: reworking a timeline, adjusting a process or tweaking a workflow. Great employees follow processes. Remarkable employees find ways to make those processes even better, not only because they are expected to... but because they just can't stop believing that continuous improvement is always possible.

These eight qualities give us a further insight into what employers might value and what they look for in graduates.

If you can present and emphasise these skills and attitudes in your CV, and you are able to speak about them with confidence in the interview, you are well equipped to "sell" your competences to the employer of your choice.

Most Sought-After

Skills, Competences and Traits

- | | |
|---|---|
| <input type="checkbox"/> Adaptability/Flexibility | <input type="checkbox"/> Judgment |
| <input type="checkbox"/> Analytical thinking | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Attention to detail | <input type="checkbox"/> Leveraging diversity |
| <input type="checkbox"/> Business acumen | <input type="checkbox"/> Listening |
| <input type="checkbox"/> Career motivation | <input type="checkbox"/> Negotiation |
| <input type="checkbox"/> Commercial awareness | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Organisation |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Organisational awareness |
| <input type="checkbox"/> Conflict management | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Problem solving |
| <input type="checkbox"/> Creativity/Innovation | <input type="checkbox"/> Public speaking |
| <input type="checkbox"/> Customer focus | <input type="checkbox"/> Resilience/Tenacity |
| <input type="checkbox"/> Decisiveness | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Dedication/Commitment | <input type="checkbox"/> Results orientation |
| <input type="checkbox"/> Delegation | <input type="checkbox"/> Risk-taking |
| <input type="checkbox"/> External awareness | <input type="checkbox"/> Sense of self |
| <input type="checkbox"/> Independence | <input type="checkbox"/> Sensitivity |
| <input type="checkbox"/> Influencing | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Information seeking | <input type="checkbox"/> Trustworthiness/Ethics |
| <input type="checkbox"/> IT appreciation | |
| <input type="checkbox"/> Instruction (give and receive) | |
| <input type="checkbox"/> Integrity | |

10 Things I wish someone had told me in my first year at university!

Bright-eyed and bushy tailed, I walked onto campus! Books were piled into my shiny new bag and I was wearing spanking-new jeans, clean All Stars and carrying a pencil bag with every colour highlighter you could imagine. I was ready to take on the world, one faculty at a time. Ambition was my name and a BA in Journalism was my game.

They gave me lists of books, classes, lecturers, maps... and a student card (with a dorky picture of me on it). What they didn't give me, though, was everything that I learned and earned in my first year:

1. Smile on your student card photo – you don't want to look like a criminal for the next four years.
2. Buy a pair of tekkies or flip flops for those flights of stairs.

3. You won't make friends on your first day; you will be too worried about finding your lecture venues.
4. Coffee is a prerequisite and it's cheap.
5. Buy your textbooks second hand, because it's more economical than buying new ones.
6. Remember, unless you decide to stand out, you are only a number to the lecturer.
7. Join a society – you'll meet people, get involved in something you love and learn valuable skills.
8. Your education is yours and yours alone. Don't expect any hand-outs.
9. Love what you do; if you don't, no one else will.
10. Most of all, be willing to grow in many other ways over the next few years, other than just your degree. Keep an open mind!

Don't be afraid to make mistakes, as they don't define who you are; varsity is so much more than textbooks and marks.

NWU CAREER CENTRE

Graduate Destination Survey 2016-2020



Attending the Virtual Career Fair

DURING COVID 19,
ATTENDING CAREER FAIRS
HAS BEEN MADE EASIER
DO NOT MISS OUT!

How will I attend the virtual career fair?

A link with login credentials will be sent to all participants, requesting them to join the virtual platform. Companies will have up to 10 members in their booth, engaging with students who visit them there. Remember that there is no limit to the number of students whom they will interact with.

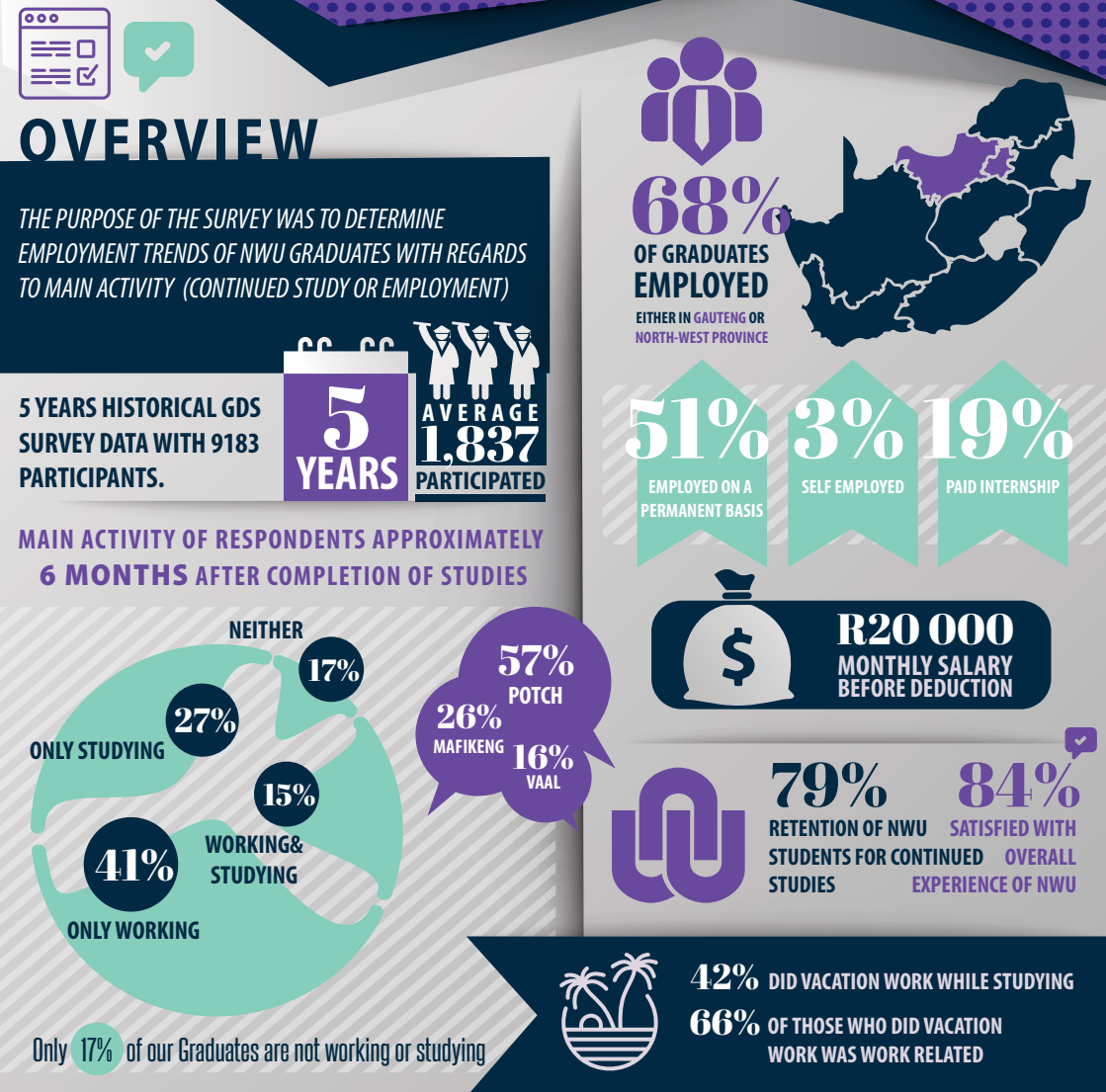
Students can login from anywhere in the world via smartphone, laptop or desktop. They also have an opportunity to visit as many companies as they wish and will have full access to the event until it closes.

At the end of the event, the Career Centre will be able to extract statistics that indicate the number of student visitors and this information can be analysed as required.

As a student, how do I connect?

Enrolled NWU students can secure the link to join the virtual fair a week before from:

- the Career Centre Facebook page;
- Efundi – The Career Centre page;
- Career Centre website;
- Academic Student Society WhatsApp groups; and
- many other NWU internal e-platforms.



Attending virtual career fairs is an important part of your job search strategy, because it opens up the opportunity for you to:

- join any booth chat and meet many people in the chat box from any company of your choice. Each booth represents a specific company with a set of career opportunities to explore;
- ask questions in the chat box (i.e., information about the employer) and form an opinion regarding the type of employers they seem to be;
- ask prompting questions on the chat box and gather relevant information about different career opportunities – jobs, internships and graduate development opportunities offered by the different employers; and
- be active in the chat box and gain knowledge regarding the various possibilities existing within the specific degree or study field(s) you have chosen.

The goals of virtual career fairs are to give students the opportunity to:

- get in touch with potential employers and contact persons in the future;
- learn more about companies and organisations;
- discover more about careers and potential job opportunities;
- have a good look at careers relating to their studies, as well as other fields and careers;
- receive advice on what employers are looking for;
- learn more about current internships; and
- gain valuable interview experience, get job search advice and possibly even obtain an invitation to an interview.

How do I prepare to benefit most from a virtual career fair?

- Be well prepared and make a good impression by greeting the person in the chat box and introducing yourself with your name and your field of study.

- Write down the questions that you want to ask before joining the chat box. It is helpful to reflect on what it is you want to achieve from this engagement with the employer: Do you want to find a job or an internship? Are you looking for information about organisations? Do you want to build your network?
- Towards the date of the fair, please visit the NWU Career Centre page for a list of companies that are attending the fair; review and do research on those companies. Visit their websites to find out who they are and what they do. Gather basic information about the company (its size, organisation, location and products). Make a list of the ones you would like to approach. Be prepared – if you can ask focused and specific questions, it will impress the employer's representatives, because it shows a genuine interest.
- If you do get the opportunity for a follow-up or a one-on-one e-discussion, ask yourself how you will further introduce yourself. Develop a 30-second introduction to market yourself. Tell the person who you are, what makes you unique and the benefits you can provide. Be enthusiastic and explain your strengths, skills, experience and interests. Be prepared to answer questions regarding your career goals and prepare a few questions to ask the recruiters. In these changing times, employers are looking for graduates who are flexible and critical thinkers with superior cognitive abilities and able to adapt to the changes. It is important to show that you are flexible in your career prospects and are open to learning and relearning new skills et cetera.
- Remember to have a pen and paper at hand for jotting down contact information and notes, or to have your mobile phone ready to take a screenshot function to capture information that is shared.
- Ensure that your online/social media presence (especially LinkedIn, but also others such as Facebook, Twitter, Instagram etc.) is up to date; create a professional image of yourself. You must also make certain you know how to use LinkedIn optimally as the basis for the networks you will make and expand during the virtual career fair. Even before the date of the fair, link with the companies and their individual representatives.

Online Application Tips

Net-Etiquette

- Students should bear in mind that their net-etiquette should be of the same high standard of behaviour as when they would have been in an office or a professional physical space.
- Students can start with greetings and then introduce themselves to the persons in their choice of booth.
- Students must be mindful and show respect when replying to or engaging with companies in various booths.
- Students should pay attention when a person is speaking and should acknowledge that they have listened to what have been said.

Do not make mistake of

- not asking any questions;
- having a poor or unprofessional attitude or approach;
- not being willing to relocate;
- not being polite in your questioning; and
- not greeting the person when you join the chat box.
- lacking communication skills with inappropriate questions;
- asking about salary;



Recruitment on the internet is growing extremely fast. There are already thousands of recruitment agencies publishing vacancies on their websites. Newspapers, online publications and company websites also carry vacancy advertisements. If you neglect to use this vast range of potential vacancies, you will be missing out on potential opportunities.

Online job application advantages

A job-seeker

- can apply quickly and easily for many jobs;
- can store his/her CV online where potential employers might see it;
- has 24-hour access to vacancies;
- can track his/her applications;
- has fast response;
- obtains automatic notification of vacancies according to his/her profile; and
- finds job hunting easier and more effective.

Preparing for online job hunting

Most people prepare their CV by using word processing. Unfortunately, this may cause your CV to

be unsuitable for the internet. It may happen that recruiters do not use the same technology and are not able to process it. Companies receiving your CV may also use another method or computer and could therefore have difficulties in reading your CV.

In some cases, you will have to convert your CV to a text version that can be read on any computer. 'Plain' text (also called ASCII text) is the safest and most common Internet format. A .txt file will be recognised by any technology – it is also commonly used for email communication.

Plain text gets rid of italics, bullets and all fancy formatting.

The question now is: What can you do to enhance this plain text version?

Open your text (.txt) file in Notepad (Windows) or Simple-text (Macintosh) and consider the following suggestions:

- For bullets, use asterisks, plus signs or dashes.
- For underlining text, use capital letters.
- Use a line of dashes or asterisks to separate sections.
- Redo all spacing, using only the space bar.
- End each line with an 'enter'.
- Check for special characters, as they may have been translated into symbols.

Recruitment sites

Some recruitment and job websites provide electronic forms that can be used for entering your CV details. The completion of e-forms can be very time-consuming. Consider the following tips:

- Cut and paste information from your text (.txt) file, not the word processor.

- It is not necessary to complete a field unless it is compulsory – just remember that the more information you add, the better your chances of obtaining the position.
- If there is a field for a cover letter or notes, use this to write a short cover letter.
- If you want to keep some information private, compulsory detail can be noted as 'on request'.
- Remember to update your details frequently to keep your CV near the top if a date sort is used in the recruiter's database.

E-mailing a CV

Company websites do not always use online recruitment agencies to advertise their vacancies. Many of these sites request that you send your CV via e-mail.

Keep the following in mind when you e-mail your CV to a company:

- Use the content of the e-mail as your cover letter.
- State that you are attaching your CV in MS Word and also as a text file – name the
- attachments with your own name.
- Ensure that you have included your name and the job that you are applying for.
- The subject of the e-mail should already give an indication of the content, e.g. Application – Librarian, your reference job #76693.
- Job-hunting advice on the internet

(Some information was adapted from 'Job hunt on the net' by Julie-Ann Amos.)

A job search strategy

- How to write a CV
- How to write a cover letter
- How to prepare for an interview
- Research companies

Beware! - security and privacy

You are giving personal details on the internet – never give references on your e-form CV. There can be no guarantee that your information will remain private.

The Job Search is Just Like Dating:

Five tips for recent graduates

Most university students think about dating every day, some more often than they think about job search! Many have become experts in the process, because it comes naturally to them, while others are not successful, because no-one has ever told them how to go about it. When it comes to the job search, some new graduates can feel even more inexperienced than in dating.

Listed below are five lessons from dating that can help you to secure your dream job:

Your friends set you up, you search online or you look around for opportunities in your daily routine. Just like you do when you want to date, employers also look at their social networks long before posting a job advertisement. New graduates should network with their friends, professors, alumni and acquaintances about open positions in their desired field. The best way to do this is by having a complete LinkedIn profile, adding as many contacts as possible and asking people to write you a recommendation on your LinkedIn Profile page. Having several recommendations builds credibility and trust, both of which are very attractive to potential employers.

The supermodel icebreaker: Recent graduates should treat hiring managers and HR recruiters like supermodels or celebrities. The reason is that hiring managers, like supermodels and celebrities, get approached countless times each day and become very selective. One way to be noticed and remembered is to **give a gift**. In the job search, this equates to a portfolio, consisting of a cover letter, your CV, letters of recommendation and a sample project (where applicable). Such a portfolio does for the recruiter what a bunch of red roses does for your date. When a hiring manager receives a neat, relevant, easy-to-read and complete portfolio, they spend more time

looking through it. If all they receive is a CV (or worse, only their own application form), they spend on average only 10 to 15 seconds reviewing it. Let your portfolio be a surprising gift!

Tell amazing stories. On a first date, you should talk about common interests, experiences, passions and your background. In an interview, you need to tell stories about past educational and professional successes and experiences. The reason is that when employers are convinced that you were “amazing” during a project, an assignment, a group task or an internship, they will predict that you will be “amazing” with them. Your stories should always be relevant and interesting, just like on a date. In essence, you want to demonstrate that you meet the requirements of the job description and that you make a good “(work) partner.” Doing this will make you a strong candidate when decision time comes.

Make a good impression. Dress up and drop off your portfolio in person. Remember the supermodel comparison? You stand your best chance if you look your best and hand-deliver your portfolio. If this is not possible, send your dream employer a hard copy of your portfolio. If the application process only allows electronic submission via internet or e-mail, strive for a personal touch to the words you use in the e-mail or in any open field (i.e. “Type comment here”). Applicants who do this and create a positive and lasting first impression are the ones who get noticed, get the interviews and rise to the top of the applicant list. It's also smart to be nice to every receptionist/agent you encounter, either in person or telephonically. Many times they are the ones who will distribute your portfolio to the hiring manager or HR representative.

What Makes You Competent?

Research your dream date. Find out as much as you can about your dream employer and know their mission. You will become an appealing and desirable job applicant by doing so. Less than

half of all job seekers do this and it's an easy way to shine. Not knowing anything about your interviewer or his/her company makes you seem average and a "bad date."

These five tips, namely **network, give a gift, tell amazing and relevant stories, make a good impression and research** work for getting a job or an internship, whether during your studies or right after graduation.

See, you are much more of a job-hunting expert than you thought! And it is not so difficult. Just remember to treat your dream employer like a special date and you will be a lot closer to securing a lasting relationship in your dream job than you were ever before. In the process, there's a good chance that you will become more confident and have a pleasant interaction – pleasant for both the recruiter and yourself.

Understanding Your Knowledge, Skills and Attitudes

If you want to be successful, you should try to absorb as much knowledge as possible, right? Well, not quite. At least, not only knowledge! I believe success, whether we talk on a professional or personal level, derives from three factors: knowledge, skills and attitudes. Most people, however, pay excessive attention to the knowledge component, while neglecting the development of the other two. Before discussing the argument further, we need to define what we mean by each of these factors.

Knowledge is practical information that is gained through learning, experience or association.

Examples of knowledge:

- Second-degree equations
- Human anatomy
- The rules of monopoly
- How to change a wheel
- The capital of Zimbabwe is Harare

Skills refer to the ability to perform specific tasks and to apply knowledge.

Examples of skills:

- The ability to communicate effectively
- The ability to write clearly
- The ability to play an instrument
- The ability to solve problems
- The ability to dance

Attitude involves how people react to certain situations and how they behave in general.

Examples of attitudes:

- Being proactive
- Being able to get along with other people
- Being optimistic
- Being critical towards other people
- Being arrogant

Now, if you can imagine a pyramid with three horizontal levels, and you picture attitudes at the base of the pyramid, skills in the middle and knowledge right on top, you will notice that attitudes form the important foundation. One should, therefore, focus on developing the right attitudes before attending to the skills and the knowledge.

If you take a look at the five attitudes we have used as examples, it is clear that one would desire to develop and acquire the first three, but not the last two. Distinguishing between a desirable and a problematic attitude is actually an easy task.

Why then do we fail to dedicate enough energy to the development of valuable attitudes? First, because we might think that attitude is affected by genetics, meaning that some people are born optimistic, while others are naturally pessimistic and that there is nothing one can do to change it. This is far from the truth. While

most people are naturally inclined to behave in certain ways – we call that personality – we can still change radically or develop specific attitudes at will.

Developing or changing an attitude will sometimes require more deliberate effort than developing a skill or gaining some knowledge, but that is exactly why it is also more valuable. The second reason why people fail to focus on attitudes is because they are not aware of the benefits they would derive from them. Common sense states that the more knowledgeable someone is, the more successful he or she will be. While this affirmation might be true, it is only so if that person also has the right attitudes.

After developing the attitudes – a lifelong process, by the way – one should focus on skills. Basic – general or common – skills, such as the ability to communicate and to solve problems, come before knowledge, because they are sometimes necessary to under-

stand the subject matter and can be applied to many different situations.

Job-specific skills, however, are the practical application of the knowledge that has been learnt, like preparing financial statements or drafting a contract, and are therefore developed simultaneously with the development of the knowledge.

The top part of the pyramid is the knowledge. Now, whilst I argue that prior to getting the knowledge, one should develop attitudes and competencies, I am not saying that knowledge is not important. Far from it, knowledge is essential. But if you consider the information and communication technologies revolution that we live in, you can see that virtually anyone in the world has access to all the information that has ever been produced.

I know that information and knowledge are two different things, but the process of transforming one into the other is not that complex. What I am saying, therefore, is that knowledge alone will not be sufficient. It does not represent a competitive advantage per se.

Consider two different men, John and Mark, working for a financial

services company. Both of them are eager to succeed, so they both spend lots of time trying to grow professionally. John uses his time gaining only knowledge and as much of it as possible. He studies balance sheets, financial reports, accounting practices, read financial news, and the like.

Mark, on the other hand, gets the knowledge that is necessary to carry out his job. Other than that, he invests time to develop his creativity and innovative thinking, to improve his insight into people's behaviour, to develop a more positive outlook on life, to improve his pro-activeness and to become more organised and goal focussed.

Should the financial services sector enter a downturn someday, who do you think will have a harder time to keep his job? I am sure you have guessed it.

In summary: Success at personal or professional level will inevitably derive from three factors: attitudes, skills and knowledge. Most people pay excessive attention to the knowledge component, while neglecting the development of skills and attitudes. Make sure that you are focusing on all three components – it is the best strategy in the long run.

6 Steps to Informational Interviews

One of the best sources for gathering information about what's happening in an occupation or industry, is to talk to people working in the field. This process is called informational or research interviewing. An informational interview is an interview that you initiate – you ask the questions. The purpose is to obtain information, not to get a job.

Reasons to conduct informational interviews are:

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses

Steps to follow to conduct an informational interview:

1. Identify the occupation or industry you wish to learn about. Assess your own interests, abilities, values and skills, and evaluate labour conditions and trends to identify the best fields to research.
2. Prepare for the interview. Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
3. Identify people to interview. Start with a list of people you already know – friends, relatives, fellow students, present or former co-workers, supervisors and neighbours. Professional organisations, the yellow pages, organisational directories and public speakers are also good resources. You may also call an organisation and ask for the name of the person by job title.
4. Arrange the interview. Contact the person to set up an interview:
 - by telephone;
 - by a letter, followed by a telephone call; or
 - by having someone who knows the person make the appointment for you.
5. Conduct the interview. Dress appropriately, arrive on time, and be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts.
6. Follow up. Record information gathered immediately following the interview. Be sure to send a thank-you note to your contact within one week of the interview.



Sample Questions

What is an Informational Interview Anyway?

The whys, hows, and whats on this underutilized, career networking tactic.

By Jada A. Graves, July 26, 2012

Prepare a list of your own questions for your informational interview.

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to be successful in this job?
4. What part of this job do you find most satisfying? And most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organisations would help me learn more about this field?
15. What do you think of the experience I've had so far in terms of entering this field?
16. From your perspective, what are the problems you see working in this field?
17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
18. With the information you have about my education, skills and experience, what other field or job would you suggest I research further before I make a final decision?
19. What do you think of my CV? Do you see any problem areas? What changes would you suggest?
20. Who do you know that I should talk to next? When can I call him/her? May I use your name?

There are first interviews, second interviews, phone interviews, lunch interviews, and group interviews; all of which have purposes and best practices. And then there's the bedrock interview of job searching: the informational one. Too bad so few people actually know its purpose or protocol.

"Informational interviews are very underutilized," says Hallie Crawford, a certified career coach and the founder of the career coaching service Create Your Own Career Path. "People don't know

about them and they don't use them. Graduates are better about using them because their career centres encourage it. But I would say that only 50 percent of the time do my clients know what I'm talking about when I suggest them."

So how do you seek one out? Whom should you interview and what questions should you ask? What should you wear and how should you follow up? This rundown helps clear up the most-asked questions regarding informational interviews:

Why to Do Them

So first off, what is an information interview?

An informational interview is a one-on-one conversation with someone who has a job you might like, who

works within an industry you might want to enter, or who is employed by a specific company that you're interested in learning about. These interviews are excellent options for plotting a career path or focusing

your aspirations. "It's a way to learn more about what a day is like in the field," Crawford says. "You can get that inside perspective before you jump in. And for job seekers it's a good way to network into an organization."

"It's also helpful for a third purpose," Crawford continues. "It's a good way to practice your interview skills without conducting a formal job interview."

Because they're preliminary in nature, informational interviews are also useful for someone who knows what type of job they want but is still at the beginning of his or her search. "The key words are advice and information," says Andrea Kay, a career consultant and author of the book *Life's a Bitch and Then You Change Careers*. "And I think there's a third piece to conducting this meeting. You want to make a

great impression that helps position you as someone that an employer would love to have at their company or who they could inevitably refer to other people."

"People like to hire people that they know, that they like, and that they trust," adds Kay. "Let's say you're talking to Joe. Joe is linked into his community, into his business, and his industry. So he may know of jobs. He may not know of any openings when you first meet him, but a couple of weeks away, a month later, a year later, he may know of one."

Regardless of Joe's connections, the one thing this interview isn't supposed to be used for is seeking a specific position. "You're not there to influence them to hire you, but to get advice, and to explore your questions." Kay advises.

How to Do Them

For some people, the hurdle of an informational interview isn't understanding its purpose, but going about arranging one. After all, if you're at this early stage, you probably have limited means

of approaching industry-specific contacts. Those in the know say the first and easiest solution to this problem is to speak with people within your inner circle. Friends, family members, and LinkedIn con-

nections might know of appropriate sources. See if you can contact a suggested person through email, telephone, mail or otherwise to try to arrange a meeting.

If none of those tactics seem feasible, Crawford suggests a bolder approach. "If you're really stuck, you could contact people cold. I've had one client who was looking to be a medical illustrator, and so she went through the alphabet of an association membership roster," she recalls.

Veer away from contacting human resources employees, since their standard answer will be to send a resume, Crawford says, and keep in mind that a company executive might have limited time for face-to-face meetings. You're best option would be to "find someone within the role you're hoping to fill, or one-step above that, who is close to a hiring manager," Crawford suggests.

When sending your request, make sure to be concise but clear about your motivation. "The biggest mistake people make at this stage is not customizing what they say," Kay says. "People don't do a good setup, and aren't clear about their

objective, so they don't give the listener enough information to want to help them."

Kay recommends following a script that reads along these lines: "I'm here because Suzy Smith thought you'd be a good person to talk to to get information about the landscaping business. I know you've been doing this for 20 years, and I'm thinking about entering the profession. I think I could benefit from your background, knowledge, and experience, and I'd like to ask some questions."

Crawford thinks it's appropriate to specify how many questions and exactly how much time you're requesting. "Keep your expectations reasonable," she says. "Consider asking them for just 10 to 15 minutes of their time to ask five or six questions. And I prefer when my clients send the questions along in advance, so that the interviewer knows you're prepared."

Warm and lukewarm contacts (in other words, professional contacts who are close friends or friends of friends) might be agreeable to a longer meeting over lunch or coffee. However, you can expect most meetings to take place in the

office or over the telephone. "When making your request, tell them that in person would be great, but that

over the phone is fine," Crawford says. "Let them have some control over what will work best."

What to Do in Them

Now what to do? It would be a shame to ace all the initial steps only to botch everything on interview day. To start on the right foot, Crawford recommends dressing the way you would for a formal job interview. This might mean a dark suit and tie for a corporate office, or some slacks and a button-down shirt for a more-casual workplace. She also advises you bring copies of your CV, a generic cover letter, any work portfolio you have, and some spare business cards.

Be prepared to ask questions about a typical work day, the corporate culture, the management style, and industry trends. And cue up responses on your personal career plans, your experience, and your skills. "Don't expect people to be

your human encyclopaedias," Kay says. "Do your own research, and be sure to ask questions that you couldn't have answered on your own. Even better, go into the meeting with questions that only that specific person can answer." Stay away from questions on salaries—you can find that information online for yourself—and instead focus on industry trends.

Above all, keep in mind that your goal is to come away with more information—not a job offer. "Some people don't have a clear goal when they go in," Kay says. "Your goal is to influence [the interviewer] to know you, to like you, and to want to refer you. When people stray from this and have this hope in the back of their mind for a job, they tend to blow it."

What to Do After Them

Take a breath and give yourself a pat on the back if you've made it all the way through successfully setting up and conducting an informational interview. But also know that how you follow up is just as important as how you behaved in the interview itself. And you should always follow up—even if you're disinterested in pursuing the lead any further. "I'd say 99% of the time an interviewer doesn't hear back from someone they gave an informational interview to," Kay guesses. "And you feel used if that happens. You've missed out on the opportunity to develop a relationship with someone."

"If you're not interested in the company or the field, you should still send a quick thank you. An email will suffice," says Crawford. "But if you are interested, then your tone and the frequency of your

follow up will change. Send an email first, but I really like handwritten notes, also. Be sure to say that you want to stay in touch, and ask them what's the best way to do that."

The frequency with how often you make contact has to do with where you are in a job hunt. "If you're in the throes of a job search, you might want to touch base once a week. But if you're in career exploration mode, then you could touch base once a month. You want to find a good balance ... there's a fine line between following up and being a stalker."

"If you treat people with care you will develop good, trusting, long-lasting relationships," Kay adds. "And then even if they can't help you, they'll probably refer you to someone."

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Interview Tips in a Nutshell

The information that is contained in your CV has created in the employer enough interest in you to want to meet you and find out more about you. An interview gives you the opportunity to showcase your qualifications, abilities and personality to an employer, so it pays to be well prepared.

Be prepared to explain everything that you have written in your CV in such a way that you convince the interviewer that your

- qualifications and knowledge are applicable and relevant to the position that you have applied for;
- experience in formal work, as well as in voluntary activities, has equipped you with the skills that are required in the position that you have applied for; and
- personality traits and personal drive, passion and interest will contribute to success in the position that you have applied for.

Personal appearance:

- Be well groomed.
- Dress appropriately.
- Do not chew gum.
- Make eye contact.

Preparation:

- Learn about the organisation.
- Have a specific job or jobs in mind.
- Review your qualifications and experience for the job.
- Be ready to describe your experience briefly, showing how it relates to the job.
- Be ready to answer broad questions, such as “Why should I hire you?”, “Why do you want this job?” and “What are your strengths and weaknesses?”.
- Practice an interview with a friend or relative.

The interview:

- Be early.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper language – avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest – use eye contact and don’t slouch.
- Ask questions about the position and the organisation, but avoid questions whose answers can easily be found on the company’s website.
- Show your knowledge.
- Explain what you are able to do.
- Show what type of person you are, what it is that drives you and what you are passionate about.

- Avoid asking questions about salary and benefits during the interview. Leave those questions for when the job offer is discussed.
- Thank the interviewer when you leave and shake hands with him or her.

Do not:

- spend much time talking about money and fringe benefits;
- act uninterested in the company or job;
- act defensively when questioned about anything;
- speak badly about past colleagues or employers;
- answer with only a ‘yes’ or a ‘no’. Always motivate your answer;
- interrupt the interview, even if you have to use the bathroom; and
- let your cellphone ring or beep during the interview.



Tips for Getting Hired After Varsity

Consider me a cautionary tale. I was one of many misguided university graduates who underestimated how difficult it would be to find a job after graduation. I didn't expect to collect my degree and walk into a sea of headhunters waiting to hire me, but I had no idea that it would take me a year after graduation to find a job in my field.

I thought I was doing things right. I took my classes really seriously, got good grades and built relationships with my professors. I paid my own way through school, so I had to balance a full-time job with being a full-time student. Unfortunately, my crazy schedule left no time for internships (or sleep).

My younger sister is at university now and I'm determined to make sure that she doesn't go through the same post-varsity struggles that I did. Varsity students, please heed the following advice (your wallet and your sanity will thank me later):

1. Don't wait until graduation to start your job search

It sounds obvious, but this is a common mistake. I told myself that I was too busy, which was true. But I should have made the time.

Job-hunting is a long process that takes patience. In fact, when I finally got an interview for my current job, it was after months of checking the company's website for an appropriate opening. I knew I wanted to work here, so I kept checking until a position opened up that I was qualified for. Start making your post-university career plans as soon as possible.

2. Show off your skills

A CV can only say so much, particularly when you don't have a lot of experience yet. Consider starting a blog, creating a website or making a video to show off your specific talents. Listing "strong writing skills" on your resume isn't nearly as effective as showcasing those skills with particular examples of your work.

To really capture a company's attention, try making your site or blog tailored specifically to your dream job. This will give you an opportunity to show how much you've researched the company and the requirements of your desired position.

For example, if you want a technical writing position, put together a sample proposal as if you already had the job. This not only shows what you can do, but also gives the company examples of the ideas that you would bring to the position.

3. Be an active intern

The "go get me some coffee" internship stereotype exists for a reason. Just because you're assigned menial tasks, doesn't give you an excuse to be passive. Ask for more difficult tasks. Offer your ideas. Find out about what the company's hiring process is like. Talk to your superiors and seek out a mentor. Get descriptions of entry-level positions within the company and work towards gaining the necessary skills to land them.

One of my friends from varsity had a company create a position for her after graduation because they were so impressed with her as an intern. It isn't enough to land an internship. Make yourself indispensable.

4. Apply high

One of my favourite professors advised me not be afraid to "apply high." She said this after I complained that every job I wanted required years of experience that I did not yet have. She told me that just because a job had specific requirements, didn't mean I shouldn't try for it if I believed I was capable of performing.

I admit, I thought my CV would get thrown away as soon as employers realised that I didn't meet every requirement. Yet, when I found out about the opening for my current position, I went for it, despite my minimal experience. I wrote a strong cover letter that got my application through the door. I came to the interview confident and well-prepared, and even though I didn't meet each job requirement on paper, I still got the job.

As a newbie to the workforce, you have to be ready to prove that you can do it – but it's well worth the fight.

5. Network here, there and everywhere

Though the job market isn't ideal right now, new graduates have an incredible array of networking tools at their disposal. Use every single one of them. Maximise every possible resource.

Streamline all of your social media pages to reflect your job search. Use your Twitter, LinkedIn and Facebook contacts to connect to new people in your field or people that work at companies that you're interested in.

Don't make the mistake of thinking that networking ends on the computer. Talk to anyone and everyone you can that might be able to help you. Use your internship, your job, your professors and the friends of your mom. Job-hunting is not the time to be timid.

6. Be a realistic dreamer

People always advise "do what you love" and students often apply this philosophy when deciding what to study. The truth is, certain majors are more likely to lead to a job. I believe that people should chase their dreams, but I'm also a realist. If you major in esoteric knowledge, your job options will be far more limited than those of someone who majors in accounting. You have to figure out a way to make your dream job work in the real world.

I majored in writing, so I'm no stranger to disdainful comments about my job prospects. If I had a rand for every person who made a writing major joke to me, I wouldn't even need a job; I could retire early and work on my novel.

Though fiction is my one true love, I took every possible writing class while I was in college. By graduation, I had experience in fiction, nonfiction, technical writing, journalism, publication editing and design, writing for advertising, writing for public relations and writing for broadcast. I wanted to be as well-rounded as possible to increase my job options.

Though I now write in a corporate environment, I love my job. I might not be on the shelves of a big publisher (yet), but I am getting paid to write. I am pursuing my dream and paying my bills at the same time. It might have taken a year after graduation to get here, but I'm here now.

The lesson: Don't wait for the perfect job to land in your lap. Work hard, network and don't give up on your dreams – just be smart about them.

Company Listings

AUCAMP SCHOLTZ LUBBE

Where is your company located?

1 Niblick Way, Firgrove Rural, Somerset West, 7130

The company offers the following:

Internships and Vacation Work (June/July and December vacation work programs)

Do you have a Graduate Recruitment Programme?

Yes, we offer SAICA, SAIPA and CIMA Training Programmes

How can Graduates apply?

Apply via website: www.asl.co.za/graduates/ or by sending their application documents (CV & Academic history) to hr@asl.co.za

Please provide the contact details for application:

- Email: hr@asl.co.za
- Website: www.asl.co.za/graduates/
- Tell: 021 840 1600

What is your company's website address?

www.asl.co.za/

FIRST NATIONAL BANK

Where is your company located?

Johannesburg

Which of the following does your company offer?

- Vacation Jobs
- Permanent employment

Do you have a Graduate Recruitment Programme?

- Yes

Graduates/Degrees Sought:

IT, Engineering, Quantitative Sciences (Actuarial, Maths and Stats, BMI)

How can Graduates apply?

Online via www.fnbgrad.mobi

What is the application deadline?

31 Aug 2021

Please provide the contact details for application:

www.fnbgrad.mobi

What is your company's website address?

www.fnb.co.za

DELOITTE

Do you have a Graduate Recruitment Programme?

Yes

Graduates/Degrees Sought:

- Accounting specialising in Tax & Finance
- Actuarial
- Computer Science & IT
- Data Science
- Economics
- Engineering
- Financial Management
- Mathematics & Statistics
- Risk Management

How can Graduates apply?

<https://www2.deloitte.com/za/en.html>

Please provide the contact details for application:

applications can be accessed through the Deloitte website – careers page – students

What is your company's website address?

<https://www2.deloitte.com/za/en.html>

RISKWORX

Where is your company located?

Sandown, Johannesburg

Do you have a Graduate Recruitment Programme?

Yes

Graduates/Degrees Sought:

MPhil In Mathematical Finance or Risk Management

MSc in:

- MSc Quantitative Risk Management, Risk Analysis
- MSc Econometrics
- MSc Computational/Pure & or Applied Mathematics

BSc Honours in:

- Advanced Maths of Finance or Statistics or Mathematics
- Actuarial Science;
- Applied Economics/Econometrics;
- Computer/Data Science/Analytics;
- Mechanical Engineering (or Electrical or Electronic);
- Mathematical Sciences/Statistics; (Applied/Financial) Mathematics;

- Physics
- Quantitative Risk Management
- Financial Engineering
- Quantitative Risk Management
- Actuarial and Financial Mathematics

How can Graduates apply?

Online

What is the application deadline?

31 August 2021

Please provide the contact details for application:

For more info: info@riskworx.co.za

To apply: Send CV and Cover letter to careers@riskworx.com

What is your company's website address?

<https://www.riskworx.com/>

The Unit for Continuing Education

Continuing education (CE) provides opportunities for personal and professional growth. Lifelong learning is hardly a new concept. Continuing education and professional development workshops have always been available to people who want to learn or sharpen skills. And they're not going anywhere. What's new is an ever-growing necessity to engage in learning opportunities that will support the many shifts you may take throughout your career.

With the steady and consistent advancement of technology—and its impact on the day-to-day functioning of every industry—employers need to be constantly aware of the need to upskill their employees. Postsecondary institutions have a responsibility to support employers and corporations facing this new paradigm, and continuing education divisions have historically managed this relationship.

Continuing education divisions need to be agile, adaptable, and ready to respond to rapid changes in the labour market. These

divisions need to focus on job-relevant skills and competencies, which educational providers develop jointly with employers. This partnership leads to a more market-responsive higher education institution that can evolve continuing education programs to meet the rapid changes in the marketplace.

The Unit for Continuing Education (UCE) is responsible for the management and coordination of continuing education (CE) courses at the University. We have a wide variety short courses, short learning programmes and workshops that includes programmes from all our eight NWU faculties.

Furthermore, the UCE:

- Provides a valuable link to the world of work for academic staff
- Affords an opportunity for rapid dissemination of new knowledge
- Contributes to the corporate social responsibility and community engagement activities of the NWU
- Provides lifelong learning opportunities

Some of our upcoming training courses includes:

Course Name	Start Date	End Date	Course Fee	Delivery Mode
	21/06/2021	23/06/2021	R8 000	Contact
Short Course on Dangerous Goods and Hazardous Substances Management	30/08/2021	01/09/2021	R11 070,50	Contact
Short Course on Ecological Rehabilitation and Mine Closure	04/10/2021	08/10/2021	R15 656	Contact
Short Course on Environmental Law	26/07/2021	30/07/2021	R18 540	Contact
Short Course on Environmental Law - Integrated Waste Management	2022	2022	R11 140	Contact
Short Course on Environmental management System - Lead Auditor	13/09/2021	17/09/2021	R17 098	Contact
Short Course on Environmental Management Systems	05/07/2021	09/07/2021	R16 655	Contact
Short Course on Environmental Risk Assessment and Management	07/06/2021	11/06/2021	R15 862	Contact
Short Course on Occupational Health and Safety Management Systems [ISO 45001]	30/08/2021	03/09/2021	R14 626	Contact
Short Course on Psychosocial Interventions in End-of-Life and Bereavement Care	01/07/2021	Dec-21	R9 500	Online

Course Name	Start Date	End Date	Course Fee	Delivery Mode
Short Course on Psychosocial Interventions in End-of-Life and Bereavement Care	01/09/2021	Feb-22	R9 500	Online
Short Course on Psychosocial Interventions in End-of-Life and Bereavement Care	01/09/2021	Apr-22	R9 500	Online
Short Learning Programme in Human Resource Management	On request	On request	On request	Contact
Short Learning Programme on Monitoring and Evaluation	On request	On request	R11 578	Contact
Short Learning Programme on Project Management Principles and Techniques	03/07/2021	21/08/2021	R8 000	Contact
Short Learning Programme on Supply Chain Management	On request	On request	R7 236	Contact
Teaching English as a Foreign Language	13/09/2021	02/12/2021	R10 000	Contact
Teaching English as a Foreign Language	01/07/2021	01/12/2021	R8 500	Online
Teaching English as a Foreign Language	01/09/2021	01/02/2022	R8 500	Online
Teaching English as a Foreign Language	01/09/2021	01/04/2022	R8 500	Online



Would you like to know more about our Short Course offerings?

Get in touch with us!!


Courses available on Potchefstroom, Mafikeng and Vaal Campus

In-house training available upon request

UCE Call Centre: 087 183 1798

Email Address: uce-info@nwushortcourses.info

 <https://www.facebook.com/ShortcoursesNWU/>

 https://www.instagram.com/uce_shortcourses/

 <https://www.twitter.com/UCecourses>

