

Grade 9 - Grade 12

Career GUIDE



Who am I?
My subject choice
My study options
The best career for me!





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Foreword to the Learner's Guide

The Wholesale and Retail SETA is delighted to publish this career guidance resource to inform and inspire readers about careers and opportunities within the Sector.

This Grade 9-12 Learner's Guide is published as one of a set of four complementary career guides specifically targeting its various users in order to help them to make informed career decisions:

The Grade 9-12 Career Guide caters for learners in Grades 9 to 12 who are in the process of making subject choice and career decisions. The Guide helps learners understand themselves, their interests, strengths, and weaknesses, so that they can make a suitable career choice. The Guide also provides descriptions of the many exciting careers and study pathways within the W&R Sector.

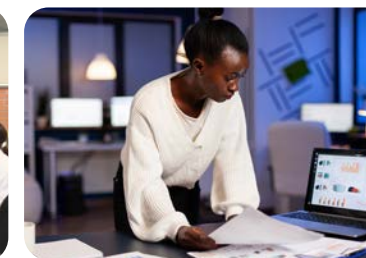
The Educator Guide provides educators with a much-needed resource on how to deliver an effective career guidance programme to learners. It is aligned to the career guidance curriculum for Life Orientation. The Educator's Guide provides resources with clear instructions to educators on how to deliver the curriculum which integrate the Grade 9-12 Career Guide.

The Post-School Guide is packed with information and tips on study and workplace opportunities, including activities which support the job search, self-employment and how to plan for the next step in a dynamic and changing world.

The Workplace Guide provides employees within the W&R Sector with career advice, as well as growth, and planning tools needed in order to prepare themselves for career change which include self-employment opportunities.

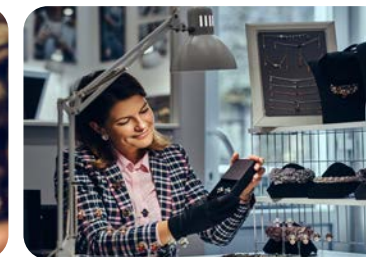
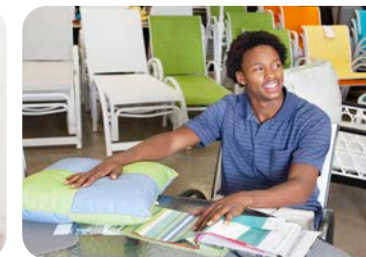
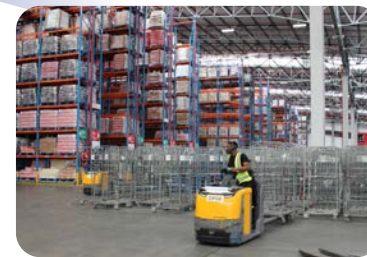
Access to high quality career information is an essential foundation for good career decision making, for people of all ages and stages in their career development. We trust this resource will encourage and motivate you to explore your career and reach for your dreams.

Tom Mkhwanazi
Chief Executive Officer
Wholesale and Retail SETA



Wholesale & Retail

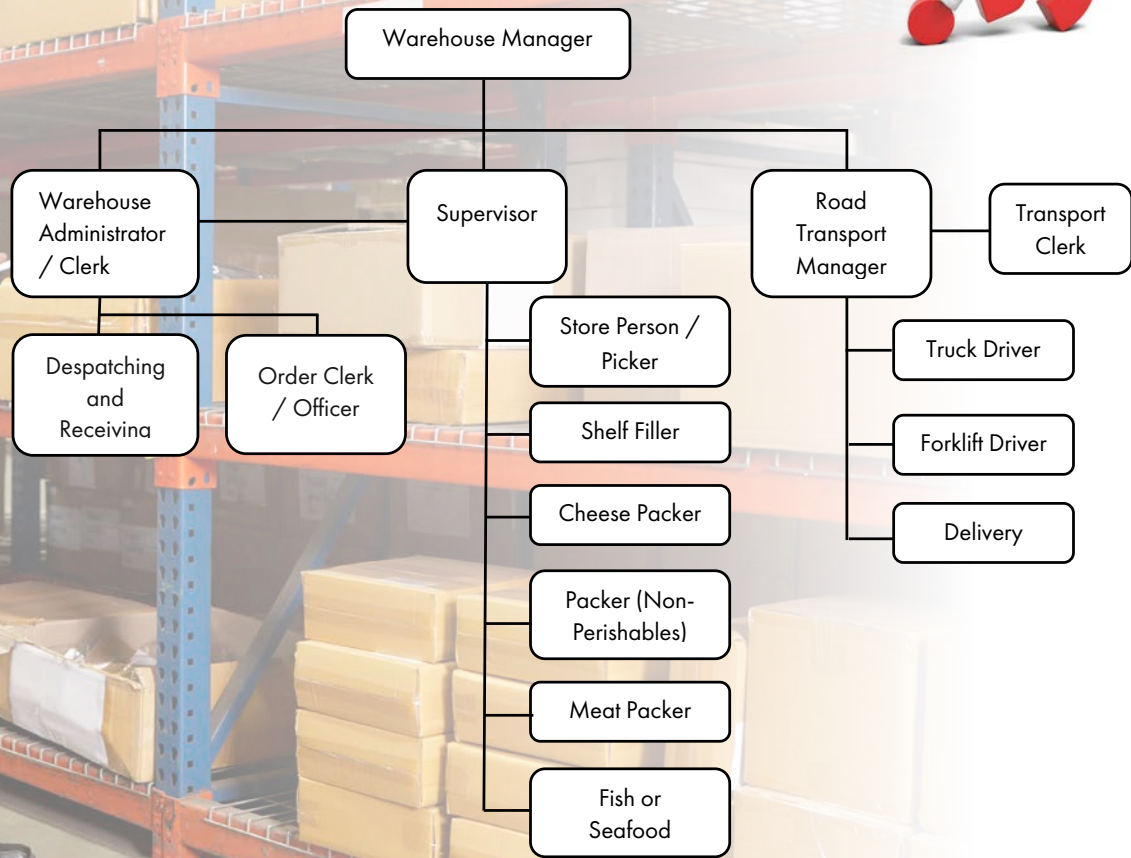
This sector offers good employment opportunities and career growth.



Where do you see Yourself?

WAREHOUSE

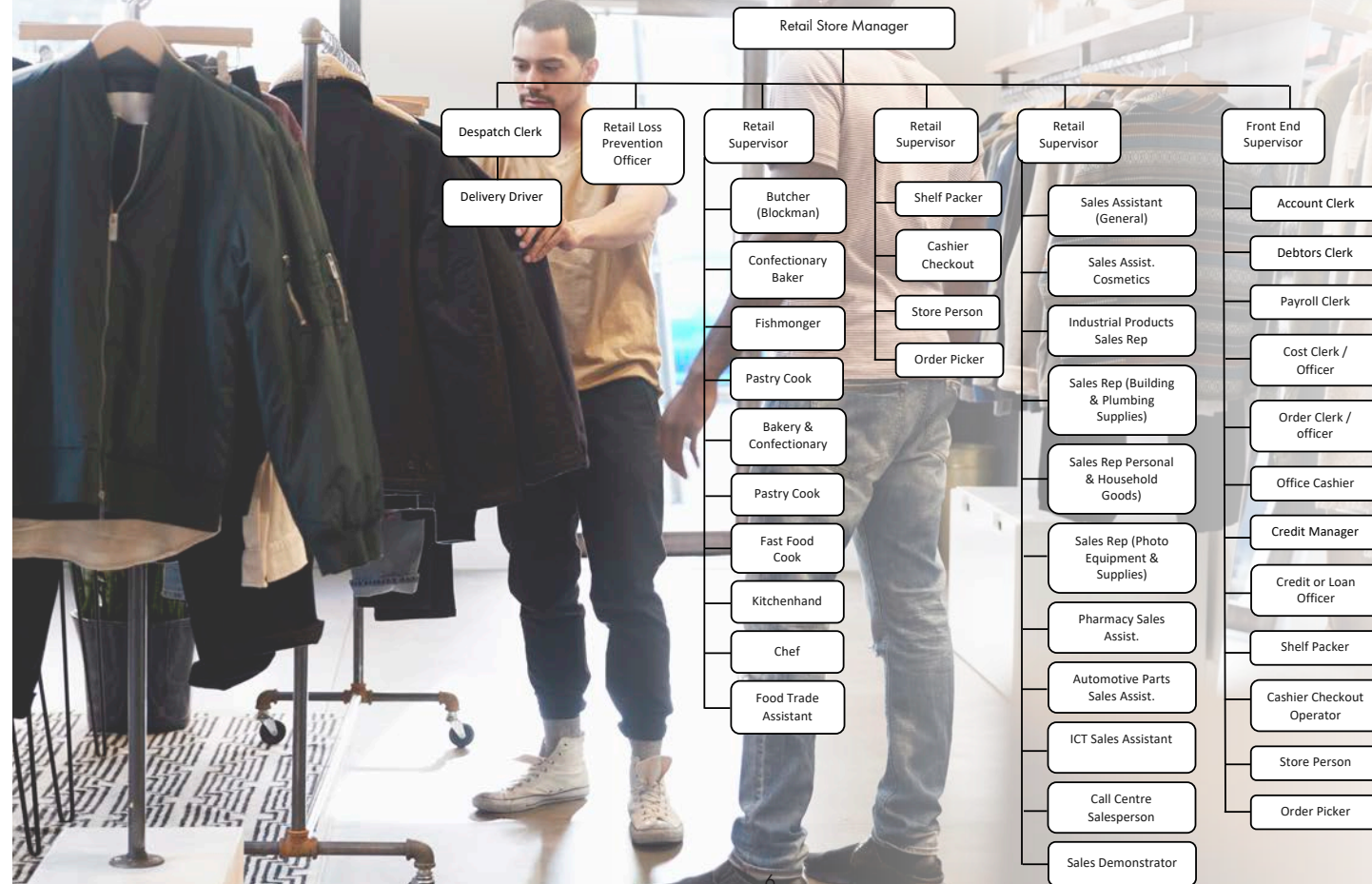
Career Opportunities



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IN-STORE

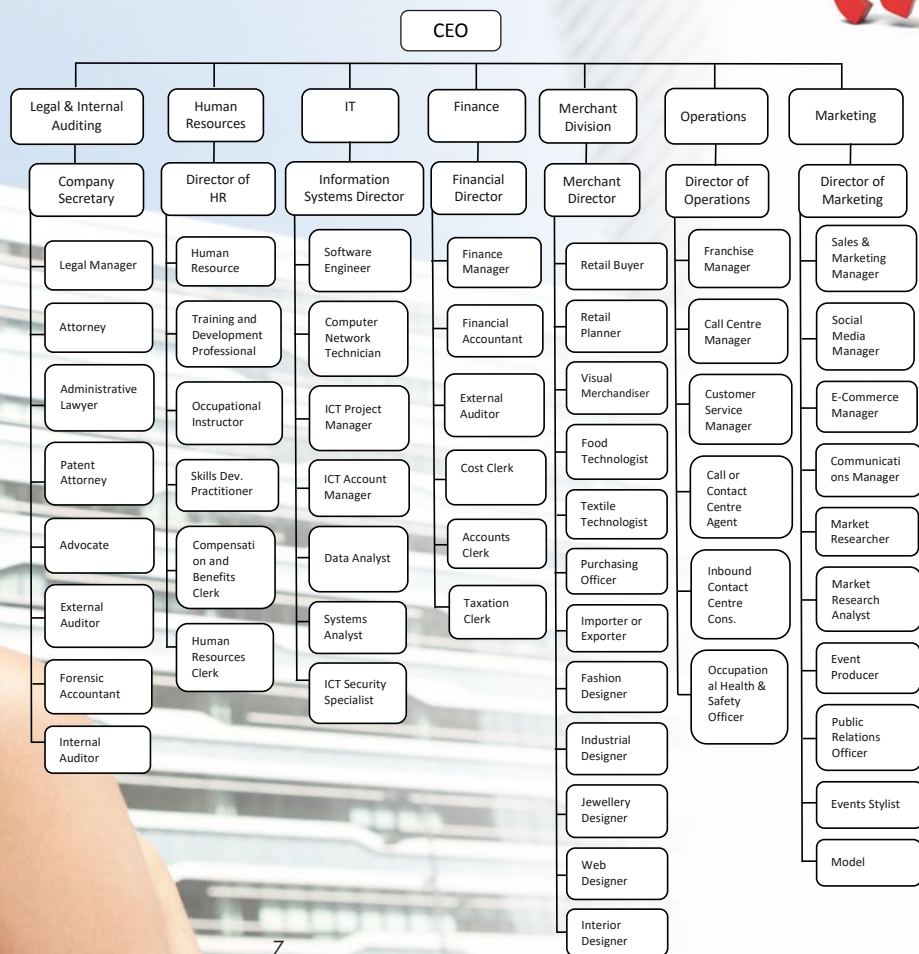
Career Opportunities



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Where do you see Yourself?

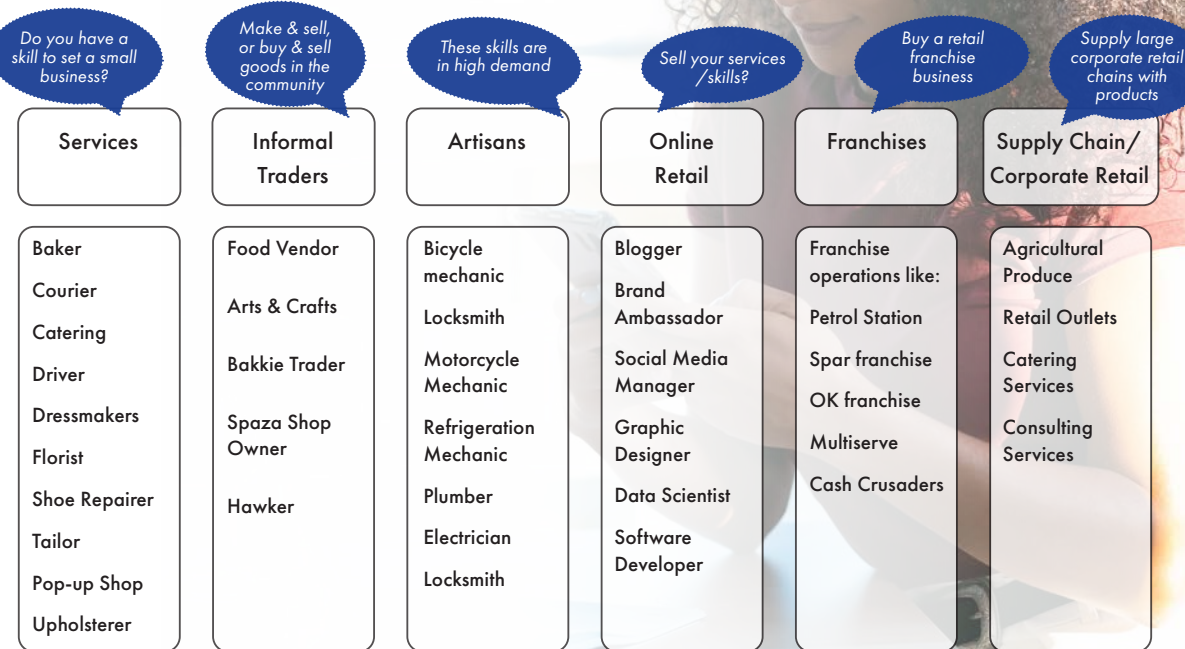
CORPORATE Career Opportunities



SMME RETAILER Career Opportunities

Start your OWN BUSINESS

Informal & SMME Retailers



Planning your Career

Follow these steps when planning your career

Step 1: Get to know yourself (Pg 11-20)

Complete the self knowledge section to help you to understand your character, your values, your skills and your interests. This will help you to choose the right career.

Step 2: Identify your career fields (Pg 21-22)

Complete the task on page 21 to identify your career interest fields. You can also do a free, more in-depth self-assessment questionnaire on www.gostudy.net or ncap.careerhelp.org.za. Based on your questionnaire, identify your highest career fields.

Step 3: Research a Career (Pg 23-24) Career Information(47-92)

Once you have identified the Career Field(s) suited to you, identify at least 3 related careers, and do some research on each career. NB. Use the career research template on page 26 to guide your research! Look at the careers in demand in Wholesale and Retail Sector starting on page 48, or look on www.gostudy.net.

Step 4: Choose the right subjects in Grade 9 (Pg 27-32)

Choose the right subjects in Grade 9, based on what you will need to study for your chosen career / field of study (look at your career research). NB. Choose the subjects you like and are good at.

Step 5: Identify what and where to study (Pg 33-40)

Based on your Career Research, find out what courses are available, and where you can study your chosen career options. What are the entry requirements? What is the Admissions Point Score (APS) required for entry? What are the application closing dates?

Step 6: Cost of study and Financial Aid (Pg 41-44)

Lastly, you need to find out what the cost of study is, i.e., tuition, transport, accommodation, food? Then you need to find out how you will finance your studies i.e. with a bursary/loan/NSFAS?

Step 7: Draw up an action plan (Pg 45-46)

Lastly, you need a plan to follow, so do your action plan on pg 46 and use it as a guide to achieve your career goals.

If you **KNOW YOURSELF** you **MAKE THE RIGHT DECISIONS**

You **CHOOSE THE RIGHT SUBJECTS** at school

You **GET GOOD MARKS** in your subjects because they interest you and you are naturally good at them.

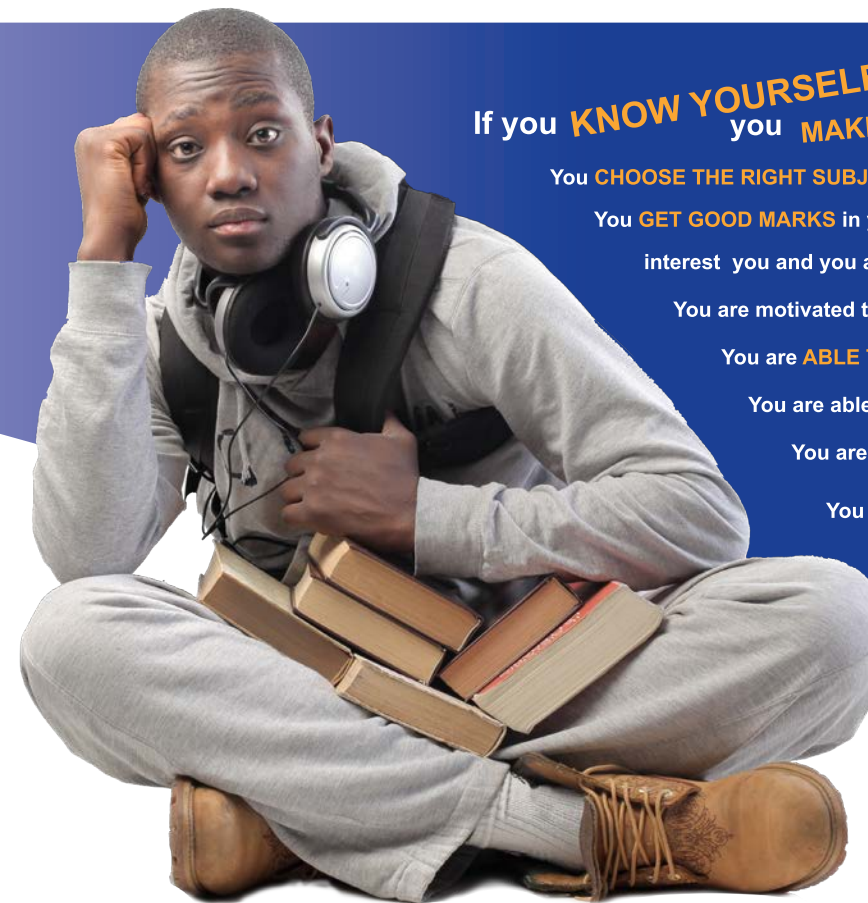
You are motivated to **FINISH MATRIC**

You are **ABLE TO STUDY** based on your matric

You are able to **CHOOSE THE RIGHT COURSE**

You are able to **FINISH THE COURSE**

You are better able to **FIND WORK!**



Get to know Yourself



Your Character
Your Holland's Type
Your Values
Your Skills
Your Career Field

You need to understand yourself better in order to choose better! Self-knowledge influences your subject and career choices.

Making a career decision is a bit like starting a journey. At first it may be quite exciting because there are so many possibilities to choose from. However, it may also be quite scary not knowing where to start and which path to take.

The world of work is constantly changing, you can expect to have a range of different jobs in your life and you need to stay motivated and manage all of the changes you are going to face.

Knowing what you like and don't like, what you are good at and enjoy and what suits your personality will help you to find real meaning and happiness in both your life and work. You need to understand yourself better in order to choose better!

Your Character

The qualities that best describe who you are, both good and bad.

Your Holland's Personality Type

Identify the type of person you are, based on Holland's Theory.

Your Values

The things that are important to you. Most people are happiest when they live according to their values.

Your Skills

These are things you are good at doing or have learnt to do well. You can be taught skills even if you don't enjoy learning them.

Your Career Field

The things you like to do can often give you an idea of the kind of career that you would be suited to. In each career field there are many careers. Choose 3 career to research further.



Your Character

Your character: the qualities that best describe who you are both good and bad.

Tick 5 words in columns which best describe your strengths.



Strengths

Principled		Thinker	
Dependable		Self-Accepting	
Independent		Creative	
Respectful		Always tries to the best in everything you try	
Humble		Good listener	
Grateful		Sociable	
Friendly		Hard-working	
Confident		Enthusiastic	
Kind		Disciplined	
Responsible		Compliments others easily	

Weaknesses

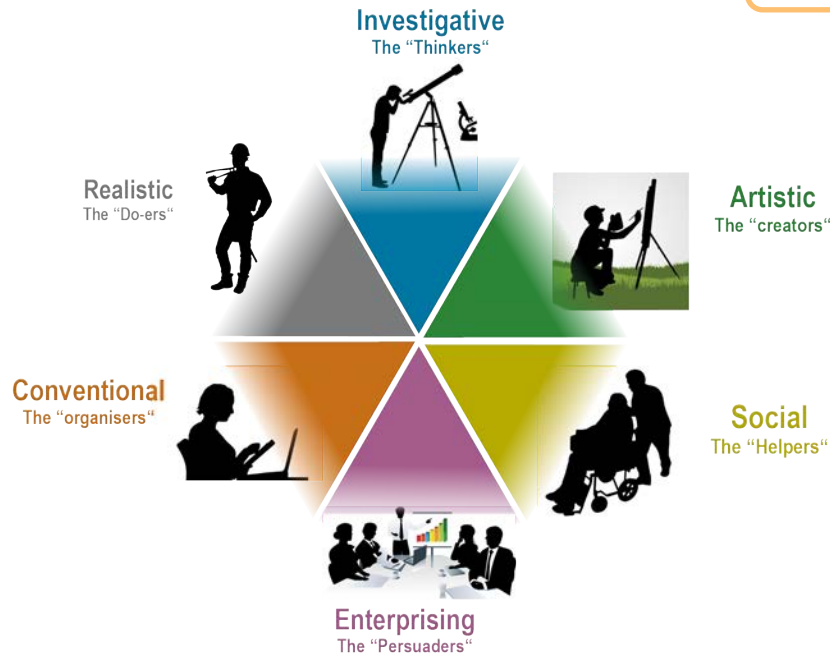
The columns below describe your **weaknesses**, it helps to be aware of your weaknesses so you can work on them. You often get asked your strengths and weaknesses in an interview.

Tick 5 words in columns below which best describe your weaknesses.



Easily influenced		Tense	
Can't always depend on you		Impulsive	
Unpredictable		Argumentative	
Gossiper		Boastful	
Like to show off		Judgemental	
Negative / Pessimist		Stubborn	
Disruptive		Self-conscious	
Say things without thinking		Always just wants to have fun	
Needy		Hurtful to others	
Impatient		Disrespectful	

Your Holland's Personality Type



Identify the **TYPE** of person you are, based on Holland's Theory. In the table opposite choose which type(s) best describe you as a person? (You can have more than one).

Each letter of the **RIASEC** letters stands for a particular personality type: In the table opposite are 6 Types and the preferred working environments. (**R**ealistic, **I**nvestigative, **A**rtistic, **S**ocial, **E**nterprising and **C**onventional).

List the Type(s) which describe you best in the space below.

The Type which describes me best is.

The Type which describes me second best is.

What subjects do I need to take?

Type	Preferred Environment	Occupations/Careers	School Subjects
Realistic	Prefer activities that involve working with things, i.e., tools, machines, motor skills, objects and structure.	Crane Operator, Die Sinker and Engraver, Diesel Fitter, Carpenter, Farmer, Carpenter, Baker, Tool maker, Chef, Industrial Designer, Engineer, Electrician, Landscaper, , security guard, pilot, game Ranger Pilot Ranger, Pest Controller, Plumber, Interior Designer.	IT, EGD, Mechanical Civil Tech. Agriculture, Consumer Studies, Hospitality Studies, Tourism, Maths, Physics
Investigative	Prefer scientific activities to do with information: reading, collecting data, algebra, abstract ideas, symbols and theories.	Biologist, Statistician, Psychologist, Animal Scientist, Archaeologist, Astronomer, Astrophysicist, Biochemist, Biophysicist, Chemist, Climate Change Analyst, Computer Scientist, Epidemiologist, Geologist, Mathematician, Meteorologist	Maths, Physics, Life Sciences, IT, Geography
Artistic	Prefer more ambiguous, non-systematic activities and creative skills that are artistic, musical, literary, and dramatic vocations.	Animator, Architect, Blogger, Dancer, Desktop Publisher, Digital Designer, Fashion Designer, Game Designer (Multimedia), Graphic Designer, Interior Designer, Photographer, Tattoo Artist, Video and Film Editor, chef Web Designer, Actor, Body Make-Up, Artist, Comedian, Dancer, Film and Television Camera Operator, Make-up Artist, Model, Music Teacher, Musician, Piano Tuner, Radio Careers, Scriptwriter	Visual Art, Drama, Music, Design Studies, Languages, Dance Studies, Consumer studies, EGD
Social	The Social type likes to work with people and has a preference for activities that inform, train, develop and help others.	Teacher, Social Worker, Customer Service Clerk, Therapist, Au Pair, Counsellor, Childcare Worker, Hospice Worker, Psychologist, Lecturer, Librarian, Life Coach, Human Resources Manager, Training Facilitator, Play Therapist, Recreation Manager or Officer	All subjects also including: History, Geography, Consumer Studies, Economics, Hospitality Studies, Tourism.
Enterprising	Prefer work which involves influencing others such as sales, supervisory, and leadership careers.	Marketing Manager, Merchandise Planner, Model, Public Relations, Salesperson, Call centre operator, Retail Manager, Buyer: Retail, Copywriter, Customer Services Agent, Dealer in Oriental Carpets, Entertainer, Entrepreneur, Event Manager, Fashion Buyer	Consumer Studies, Economics, Business Science, Accounting, Hospitality Studies, Tourism.
Conventional	The Conventional type prefers structured, systematic activities that are more focused on data (whether written or numerical).	Accountant, Bookkeeper, Administration clerk Actuary, Auditor, Bookkeeper, Chartered Secretary, Credit Controller, Croupier, Inventory and Stores Manager, Librarian and Information Worker, Office Manager or Administrator Personal Assistant or Secretary, Photocopy Machine Operator, Tax Official, Teller, Travel Agent, Courier, Credit Manager, Customer Services Agent, Personal Assistant or Secretary, Proof Reader, Receptionist	Accounting, Economics, Business, Computer Applications, Information Technology.

Your Values

Your values are the things that are important to you. Most people are happiest when they live according to their values.

*This simple **values self-assessment** will help you to learn more about your work values, and may also help you discover more about who you are in terms of what you think is important.*

Love/Friendship	Harmony	Prestige/Recognition
Money	Honesty/Sincerity	Progress/Innovation
Autonomy/Independence	Humour	Promoting Peace
Beauty	Integrity	Human Relations
Competition	Justice	Respect of self and others
Physical comfort	Freedom (to express views)	Personal achievement
Contributing to society	Leisure/Having fun	Health
Creativity	Loyalty	Personal satisfaction
Culture/Language	Modesty	Career security
Reaching my full potential	Optimism	Belonging
Education/Knowledge	Order	Social status
Cooperation	Openness	Work
The Environment	Perseverance	Variety/Change
Excellence	Punctuality	
Family	Power	



What are your 3 core values from the table:

Value 1: _____

Why is this value so important to you? _____

Value 2: _____

Why is this value so important to you? _____

Value 3: _____

Why is this value so important to you? _____

How will my values impact on my career one day ? _____

Your Skills

You develop new **skills** and abilities all through life. Some things you do better than others. It is important to recognise what you do well and bring to a job. Here are some examples of skills. Read each of the skills below. Put a tick in the column next to the skill you have and / or would like to develop. You can tick both. Only tick the skills you possess which you stand out in.

Skills	Description	I possess this skill	Like to develop this skill
Writing	The ability to communicate through writing.		
Language	You can speak and write in more than one language.		
Artistic	Ability to do creative work using art, music, and multi-media.		
Musical / Performing	The ability to sing or play an instrument act or dance.		
Sales / Negotiation	The ability to influence people to lead them to a desired decision. Requires good communication skills.		
Leadership	You are able to influence others to do things and to delegate tasks.		
Maths	You generally do well in maths, accounting, statistics and science.		
Detailed	You are good at classifying sorting and organising documents, etc.		
Working with animals & plants	You understand and care for animals and plants and the environment.		

Skills	Description	I possess this skill	Like to develop this skill
Sport /physical	You are physically active and strong, would do well manual labour tasks.		
Mechanical skills	You can work with machines and equipment and understand how it works.		
Problem solving	You can analyse complex information to find logical solutions to problems.		
Computer	You know how to use different software and write programmes and fix computers.		
Language	You speak and write in more than one language. You have a gift with learning new languages.		
Creative	You come up with original ideas, and find new ways to solve problems,		
Healing	You have a good knowledge of first aid and how to help people in physical need.		
Interpersonal	You get on well with people, you make friends easily and to make other people feel comfortable in your presence.		
Helping skills	You are kind and considerate and care about the needs of others.		
Understanding yourself	You are in touch with your own thoughts and feelings and the impact of your behaviour on other people around you.		
Understanding others	Understand how people think behave and act. Have an understanding of history and societies, politics & law.		
Communication	You listen well, ask effective questions, present ideas and make suggestions using good language, tone of voice, and body language.		
Work independently	You are a self-starter who takes initiative with minimal supervision.		

Identify Career Fields

The things you like to do can often give you an idea of the kind of job that you would be good at.

In the table there are 21 Career Fields / Interests. Tick the 3 fields that you like best or best suite you. ✓

Find Your Career Fields - tick the 3 fields you like best
 OR - Do a more in depth Questionnaire at www.gostudy.net. or ncap.careerhelp.org.za

Field	Description	Which I like best?
Language	This field requires the creative use of language.	
Visual Arts	Careers that involve drawing, designing or sculpting art.	
Performing Arts	Careers that relate to dance, music or drama.	
Marketing & Sales	Careers that involve researching, packaging and selling of products and services.	
Management & Planning	Careers involving good planning, organising and influencing others.	
Finanacial Management	Careers which require working with figures and numbers.	
Clerical	Careers involving routine tasks in an office environment.	
Plant & Animal	working outdoors with plants and animals.	
Sport	This field involves doing sport and managing sports activities.	

Trades	This field involves the use of tools, machinery and equipment.	
Engineering	Applying scientific methods to design and develop and construct things.	
Sciences	Using investigation and analytical skills to solve complex problems.	
Computers	Working with programmes, developing programmes and fixing computers.	
Health Sciences	Finding solutions to health-related problems.	
Health Support Services	Caring for and taking care of people’s health.	
Social Science	This field focuses on understanding people, society and culture.	
Law	Researching, debating, interpreting, and judgements on issues to do with the law.	
Education and Support	Services that involve educating and looking after the welfare of others.	
Creative Services	Creating or decorating objects using one’s hands.	
General Services	Using practical business skills to offer a service to others.	
Law Enforcement	To do with the maintaining and protection of civilised society.	

List your 3 highest Career Fields
1.
2.
3.

Research a Career

Research 3 careers you are suited to, use the template below to guide your research.

Look at the careers in this booklet (pg 47-92) or visit, www.gostudy.net to assist you in your research.

1. Career Name: _____

1.1. What will I do in this career? _____

1.2. What tools or equipment will I use? _____

1.3. Work Environment – tick (a ✓) in the relevant blocks.

☐ Work outdoors

☐ Work indoors

☐ Work in an office

☐ Work in a laboratory

☐ Work in a classroom

☐ Work in consulting rooms

1.4. What are the personality requirements? _____

1.5. What are the subjects I need to take at school?

Compulsory Subjects	Recommended Subjects

1.6. Where can I study this career? Tick (a ✓) in the relevant block(s).

☐ University

☐ University of Technology

☐ TVET College

☐ Private College

☐ Other

1.7. Who are the possible employers for this career?

1.8. Name careers that are related or similar to this career.

1.9. What can I do to get started? (Make a list of things to do and people to contact).

Self Knowledge Summary

Using the information that you have learned about yourself from the previous activities and complete the tables below.

What have you learnt about your character	
Strengths	Weaknesses
1.	1.
2.	2.
3.	3.

What ways can you develop your strengths or improve your weaknesses ?
1.
2.
3.

List your Holland's Personality Type(s)
1.
2.

List your most important values
1.
2.
3.

List the skills you are good at	List the skills you would like to develop further
1.	1.
2.	2.
3.	3.

List your 3 highest Career Fields
1.
2.
3.

Grade 9 Subject Choice

Research a career you are suited to before choosing your subjects for Grade 10.

Visit, www.gostudy.net to assist you in your research.

Choose your subjects:

You must choose a minimum of seven subjects – four are compulsory subjects and three you can choose.

The four compulsory subjects are: 2 official Languages (one Home Language and one First Additional Language) and Life Orientation.

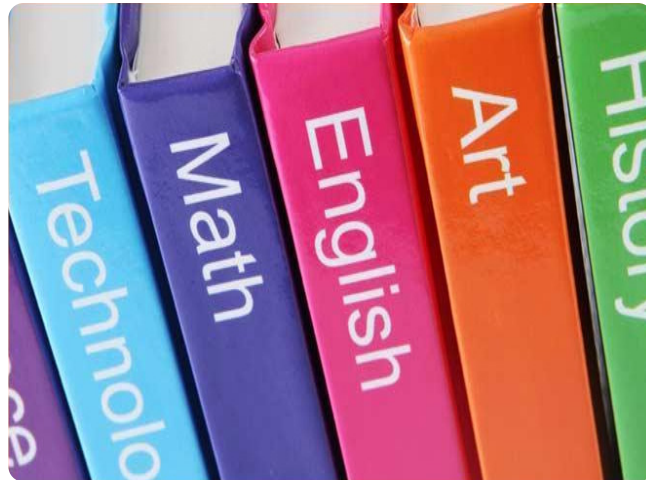
Choose between Mathematics or Mathematical Literacy (or Technical Maths if this is offered at your school).

Choose your 3 remaining electives (your own choice of subject).

COMPULSORY AND ELECTIVE SUBJECTS

1.	LANGUAGE (HOME LANGUAGE LEVEL)
2.	LANGUAGE (HOME LANGUAGE LEVEL)
3.	LIFE ORIENTATION
4.	MATHS / MATHS LIT. / TECH. MATHS
5.	?
6.	?
7.	?

Compulsory
Compulsory
Compulsory
Compulsory
Electives



Things To Consider When Making Subject Choice:

Your choice will depend on:

- What subjects you enjoy doing
- Your academic achievements
- What subjects and subject combinations are offered at your school.

What subjects do you enjoy most as well as subjects you do well in.

Try to choose subjects you **enjoy**. Try to choose subjects you **do well in**. By choosing subjects which are compatible with your interests and abilities, you will improve your marks which will in turn improve your APS score. Your goal should be to meet the minimum academic requirements for acceptance into your chosen course. Avoid doing subjects you are borderline or failing in Grade 9. These subjects will only get harder and require more work in Grade 10.

When choosing subjects don't do the following:

- Don't choose a subject just because your friends are doing it.
- Don't choose a subject just because it is easy.
- Don't choose a subject only based on the teacher, the teacher may be changed next year.

Asking questions, and don't be afraid to ask for help:

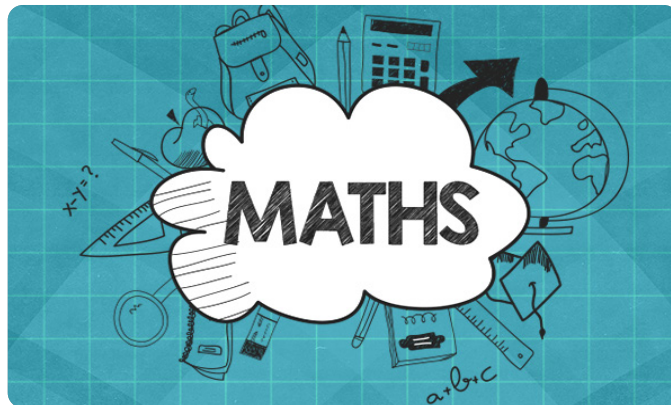
- Speak to your subject teachers or LO teacher and ask for advice.
- Speak to your parents.
- Do some research on career information sites: www.gostudy.net/questionnaire.
- For more in-depth assessment, visit a trained career practitioner who can guide you further.

Choosing between Maths & Maths Lit

If you are struggling with Mathematics in Grade 9 and you want to change to Math's literacy, then consider the following:

- Am I going to pass Mathematics in Matric?
- Do I need Mathematics in Matric?

If you are failing Mathematics in Grade 9 then you should change to Math's literacy.



If you are passing but with a borderline pass then consider changing to Maths literacy - or get additional support by way of extra maths.

Do I need Mathematics in Matric?

Mathematics is a gateway subject for the following study fields:

- **Science**
- **Engineering**
- **Medicine**
- **Finance** (accounting and actuarial science)
- **Bachelor of Commerce** (Mathematics is compulsory for students wanting to study a BCom degree at a university)
- **Information Technology** (at University and some Colleges)

If you are not going to be following any of these fields once you leave school, then Mathematics will not be required.

Also remember that if you really struggle with Mathamatics, it is better to pass Maths Literacy than it is to fail Mathematics.

How is Mathematics different from Math's Literacy?

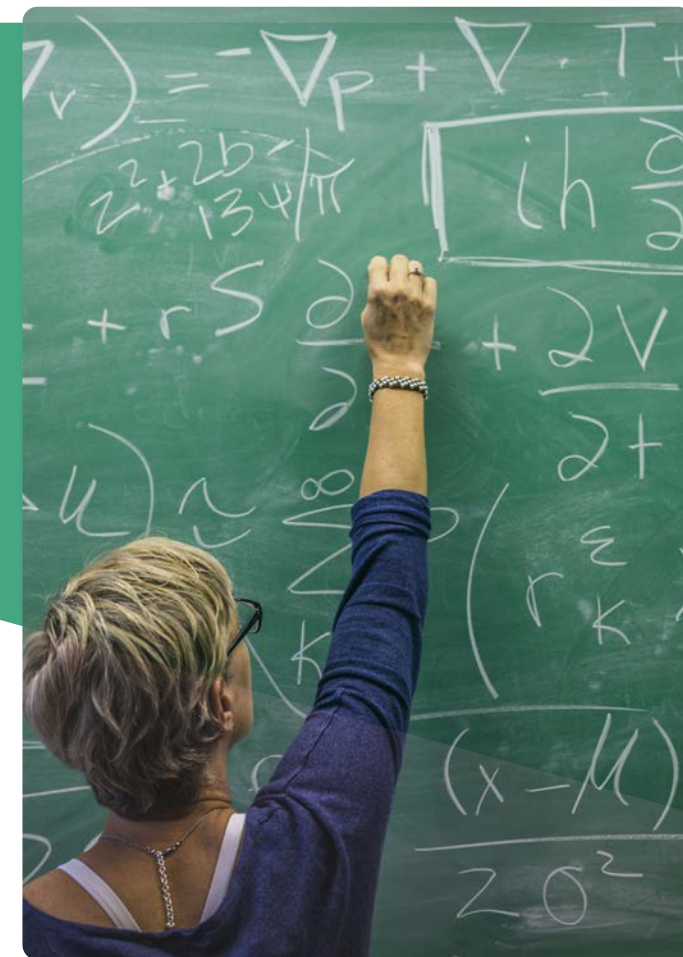
Mathematics is as the study of numbers, equations, functions, geometric shapes and their relationships. Its major subdivisions are arithmetic algebra, geometry and calculus. Mathematics allows for interpretation and problem solving using a variety of methods algebra, calculus, analytical geometry and probability.

Maths literacy on the other hand, is a practical subject which applies arithmetic to every-day life. In Maths Literacy learners calculate and interpret statistical reports, income tax, home loan repayments and interpret graphs, ratio and percentage.

Maths Literacy provides the skills for compiling a personal budget, determining the profitability of a venture, ratio and percentage for everyday calculations. For example, fuel consumption, discount calculations, inflation and exchange rates.

One of the misconceptions often quoted is that without Mathematics I can't do or become anything. This is incorrect! There are hundreds of degrees and diplomas you can do with Maths Literacy:

Type the following into the google search engine: "careers without mathematics". See what comes back.



Write down Current Subjects & Marks

Write down your current subjects and marks for Grade 9 as well as the symbol or score you received for each subject.

Subject	Mark

What are your two favourite subjects?

What are your two least favourite subjects?

Final Subject Choice

Write down your final subject choice for Grade 10. You must take a minimum of seven subjects – four are compulsory subjects, and three you can choose. If you want to take additional subjects, add them in the blank spaces below.

Final Subjects	Final subjects
Home language	
First Additional Language	
Life Orientation	
Maths, Maths Literacy or Technical Maths	
Subject (elective)	
Subject (elective)	
Subject (elective)	

Grade 10-12

Study Preparation

What level are you aiming for?

The National Qualification Framework (NQF) consists of 10 levels. All qualifications are graded according to the NQF levels, each level signifying a specific standard of intellectual and academic skills. As a general rule of thumb the higher the NQF level, the more academic knowledge required.

Do you plan on staying at school to complete matric (NQF 4)? Yes ☐ No ☐

If you answered "No", what do you plan on doing? _____

Do you plan on studying after finishing matric (or College)? Yes ☐ No ☐

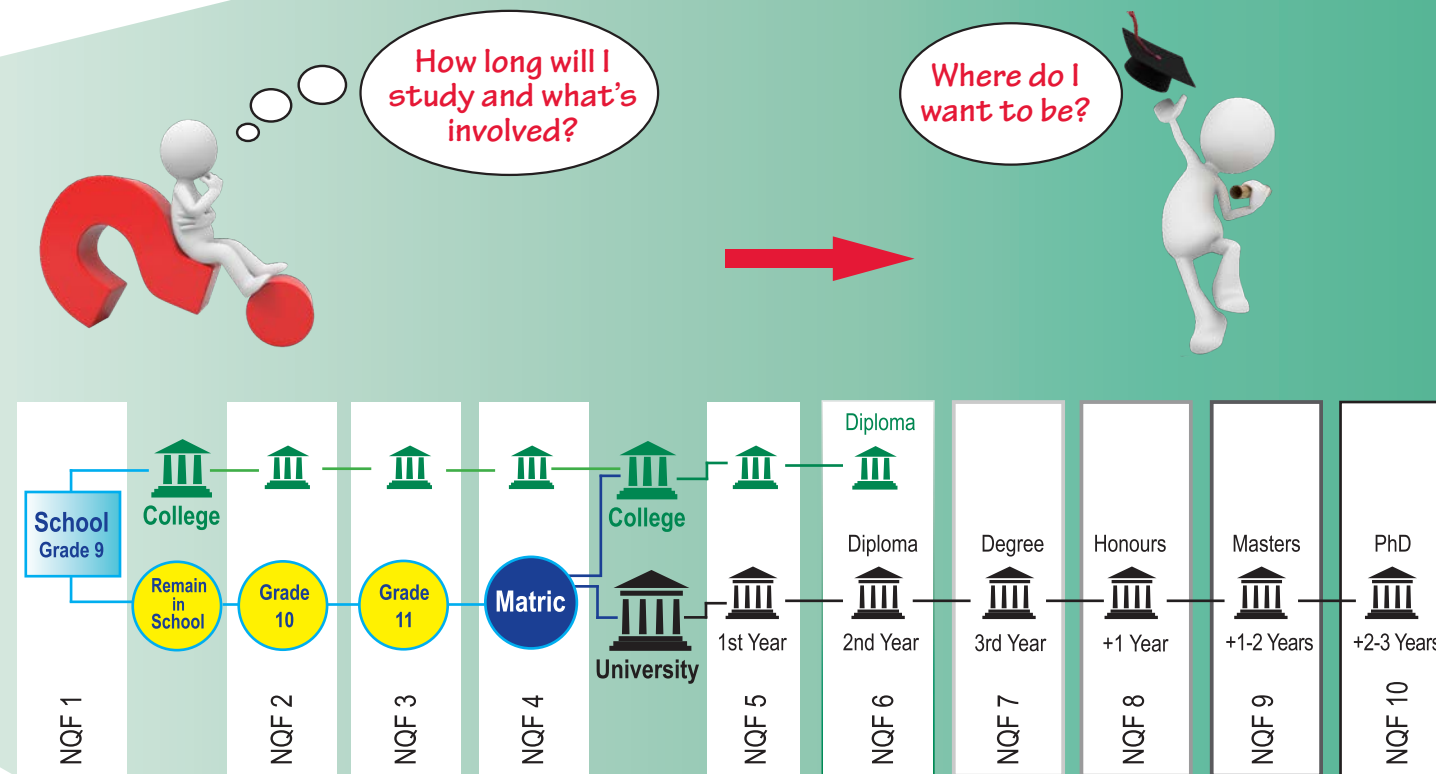
If "Yes", where do you plan on studying?

University ☐ University of Technology ☐ TVET College ☐

If "No", do you plan on going to TVET College? What do you plan on doing? _____

If you are planning on completing matric what do you intend to study afterwards?

Certificate ☐ Degree ☐ Diploma ☐ Not sure yet ☐



Admission Requirements To Study

Pass levels:

The National Senior Certificate (NSC) is the current school-leaving qualification in South Africa, it is commonly known as, matric . The NSC is based on the curriculum set for Grades 10 to Grades 12. The government has set minimum requirements to pass the NSC in Grade 12.

There are 3 pass levels (detailed in the table opposite):

1. Higher Certificate
2. Diploma
3. Bachelors pass (previously known as an exemption)

What can you study after matric? Do you qualify to do a Higher Certificate, Diploma or Degree?

IMPORTANT: Don't expect just to get into a course just because you meet these minimum requirements. Each university and private college will have their own entry requirements per programme. See entry requirements and Admissions Point Score (APS) on the following page.

Higher Certificate pass requirements	What can I study with this?
<ul style="list-style-type: none"> • Must pass at least 6 out of 7 subjects • Must get at least 40% in your Home Language • Must get at least 40% in two other subjects • Must get at least 30% for four other subjects 	A Higher Certificate is offered at many institutions of higher learning, including at a TVET College or an accredited private college.
Diploma pass requirements ...	
<ul style="list-style-type: none"> • Must pass at least 6 out of 7 subjects • Must get at least 40% for your Home Language • Must get at least 40% for three other subjects, excluding Life Orientation • Must get at least 30% in the Language of Learning and Teaching (either English or Afrikaans) of the university or university of technology where you will be studying 	You can apply to study towards a diploma at a university or university of technology, a TVET college or any accredited private college.
Bachelor's Degree pass requirements ...	
<ul style="list-style-type: none"> • Must pass at least 6 out of 7 subjects • Must get at least 40% for your Home Language • Must get at least 50% for four other subjects excluding Life Orientation • Must get at least 30% in the Language of Learning and Teaching (either English or Afrikaans) of the university or university of technology where you will be studying. Must get at least 30% for one other subject 	You can apply to study towards a degree at a university, university of technology, TVET college or any accredited private college.

Admission Requirements

Admissions Point Score (APS)

Tertiary study institutions use a number of selection procedures to choose learners. These include the Admission Points Score (APS), based on school marks as well as, performance on the National Benchmark Tests (NBT). The requirement to do a degree at a university is National Senior Certificate with a Bachelor's Degree Pass. Over and above this minimum requirement universities allocate point values to the levels of achievement obtained for your NSC (matric) subjects, called Admission Points Score (APS) allocations.

To get a rough idea of how your APS Score is determined:

- Write down your relevant NSC subjects and the levels obtained
- Add your best 6 scores excluding Life Orientation
- Allocate points according to the table below
- Add up the number of points you have to calculate your APS.
- In order to calculate your score accurately you will need to check your results against specific institutional requirements for the course of study you wish to follow. These are available on the university website or may be calculated using the PACE CourseChooser.

Table 1: School Performance Score (SPS) – Examples of University APS requirements

Note: Additional points may be given for Mathematics and other subjects for scores over 60%.

Level system: What the grades mean

Level 7: 80–100% (Outstanding achievement)

Level 6: 70–79% (Meritorious achievement)

Level 5: 60–69% (Substantial achievement)

Level 4: 50–59% (Moderate achievement)

Level 3: 40–49% (Adequate achievement)

Level 2: 30–39% (Elementary achievement)

Level 1: 0–29% (Not achieved: Fail)

NSC	%	MONASH	NMMU	NWU	RU	UJ	UCT	UFS	UKZN	UP	US	WITS
8	90 -100 %	8	8	8	8	7	8	8	8	8	7	8
7	80 -89 %	7	7	7	7	7	7	7	7	7	7	7
6	70 -79 %	6	6	6	6	6	6	6	6	6	6	6
5	60 -69 %	5	5	5	5	5	5	5	5	5	5	5
4	50 -59 %	4	4	4	4	4	4	4	4	4	4	4
3	40 -49 %	3	3	3	0	3	3	3	3	3	3	3
2	30 -39 %	2	2	2	0	0	0	2	2	2	0	0
1	0 -29 %	0	0	0	0	0	0	0	1	1	0	0

Apply to Study - Grade 11-12

Do I meet the requirements?

Write down the career you want to do one day on the line below - it can be your long term career goal.

Please note!

- Make sure you meet the entry requirements.
- If marks are too low - make a plan to improve them and meet the requirements before the application is due.
- Make sure you apply on time.



*APS - Admission Point Score (Your matric marks are checked against the programme/course requirements)

Institution - where I can study my chosen career	Name of Study Programme	*APS score needed	Compulsory subjects needed for my programme	Minimum marks required	My marks	Shortfall or Excess	Application closing date?
EXAMPLE: Central University of Technology	Bachelor of Construction Management	32	1. English 2. Maths 3. Science	1. 60 % 2. 50 % 3. 50 %	1. 55 % 2. 57 % 3. 49 %	1. - 5 % 2. + 7 % 3. - 1 %	15 September
1.							
2.							
3.							

Cost of Study

One of the biggest factors impacting study throughput is finance. This includes the cost of tuition, accommodation, transport, food and other things needed to support a student through University or College.

Instructions:

Indicate how you plan to finance your studies? Make a cross in the relevant block. X

Parents		Study Loan		Bursary		NSFAS	
---------	--	------------	--	---------	--	-------	--

Example: Cost options of courses

Public University	Course	Cost (per year)
University	BSc	R52 712
University of Technology	Bachelor of Engineering Technology	R44 800
University	B Agriculture	R45 200
University	BA General	R45 600
University	LLB (Law)	R57 080

Private College	Course	Cost (per year)
Private College 1	BCom	R91 300
Private College 2	BA	R70 400
Private College 3	Engineering	R105 500
Public TVET College	Course	Cost (per year)
TVET College 1	Mechatronics NC(V) level 2 - 4	R17 400
TVET College 2	Finance Economics and Accounting	R11 816
TVET College 3	Engineering Motor and Electrical	R20 100
TVET College 4	Civil Engineering Construction	R16 731

These figures are estimated costs, contact the institution you are applying to for the cost of the course you are interested in. For more information on cost of study visit :

<https://www.gostudy.net/sa/career-guidance/cost-of-university-study-in-south-africa>

Complete the following research on cost of study:

What course are you planning on doing? _____

At which Institution are planning on doing this course?: _____

What is the cost of study (per annum)?: _____

Financial Aid

What is your career goal?
At which institution do you plan to study?
Do you meet the entry requirements?
What level do you plan to complete, eg Diploma, Degree, Honours, Masters or PhD?
How are you going to finance your studies?

Investigate bursary and study loan opportunities. You can find information from various sources by visiting, www.gostudy.net. Note: Most bursaries require high marks, especially in Maths and Science.

Complete the following research for a bursary you have found online:

What Study field?		Requirements for the bursary?	
Bursary name?			
Value of bursary?		Who Can Apply?	
Duration of bursary		Closing date	
Application web address?			

Investigate study loans:

List three institutions (banks or other) where you can obtain student loans. List their contact number and the documents you require when you apply for a loan.

Institution Name	Contact Number	I Have The Required Documentation To Apply	
1		YES	NO
2		YES	NO
3		YES	NO

W&RSETA Funding

This bursary scheme is open to learners who want to study any of the retail related qualifications at a recognised university, universities of technology, and TVET College (formerly known as FET College) in South Africa. For more information go online to, <https://www.wrseta.org.za/learners/bursaries>

NSFAS Funding

The National Student Financial Aid Scheme is a financial aid system the enables students who are academically able and financially deserving to study.

Do I qualify for NSFAS funding? Find out the answer to the question by visiting the Financial Aid Office of the University or College you are applying to/ Go online to, www.nsfas.org.za

Note: A student's family has to have an annual income of less than R350 000 to qualify for NSFAS funding. Students who are funded by NSFAS for the first time are required to complete the NSFAS bursary agreement form.

Do I qualify for NSFAS funding? Yes ☐ No ☐

Why did you answer Yes or No (give reasons)

Complete an Action Plan



EXAMPLE of an Action Plan

Goal	Action	Due Date	Completed
I want to become a Geologist	Check requirements for BSc at UWC C in Maths B in Physical Science	Use June Matric marks	✓
	Apply to UWC	30 Sept	
	Study to BSc Honours level		
	Bursary and Student Loan	Applications to Study Trust (bursary) (30 Sept) Anglo Platinum (15 May) Department of Mineral Resources (30 Oct)	

Your Action Plan:

Goal	Action	Due Date	Completed

Careers in Wholesale & Retail Sector

The next section lists sought after careers in the Wholesale and Retail Sector. These careers are in demand and therefore provide good employment opportunities.

The wholesale and retail sector is one of the few sectors that allows someone to start as a shop assistant and grow into a shop manager.

The Wholesale and Retail sector employ over 21% of the South African workforce.



KEY

-  **Important information**
-  **Related Careers, i.e. they are similar**
-  **Scarce Skills (careers in high demand)**
-  **Careers of the future**



Buyer Retail

What they do...

Retail Buyers are responsible for planning, selecting, and buying merchandise for a retail organisation. Retail buyers identify, select, and purchase stock that matches the retailer's requirements. Buyers purchase goods to sell in warehouses, shops or department stores. They purchase merchandise such as clothes, food, electronic goods, and building material that they believe will appeal to the public and which can be sold at a profit. Retail buyers work closely with the advertising people to plan sales campaigns and window and floor displays.

Schooling & Subjects

National Senior Certificate (matric), or equivalent with a Degree or Diploma Pass.

Compulsory Subjects: None

Recommended subjects: Business Studies, Accounting, Economics



Personal Requirements

Key skills for retail buyers are commercial awareness, confidence, ability to cope with pressure, good team-working skills, interpersonal skills, and effective organisational skills. Others include:

- able to negotiate in a tactful, yet decisive manner
- presentation and good communication skills
- ability to make calculations
- planning, budgeting, and time management skills
- pleasant, attractive, and well-groomed
- good judgement, with regard to what is good value for money

Further Training

Degree: A Bachelor of Science (BSc) or a Bachelor of Commerce (BCom, BBusSc, with business and marketing subjects would be suitable.

Advanced Diploma in Retail Business Management.

Employment

- department stores
- retail firms
- self-employment, own retail business
- Further Information
- Any chain / departmental store or retail firm

Related Careers

Credit Manager; Purchasing Manager; Market Research; Inventory and Stores Manager; Fashion Buyer; Salesperson; Marketing Manager.

Getting started

- try to obtain vacation work in a retail store
- follow retail social media pages
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnerships.

Further Information

Chartered Institute of Purchasing and Supply CIPS Africa - <https://www.cips.org/who-we-are/governance/cips-africa/>



What is the difference between a BUYER and a PLANNER?

Both retail planner and retail buyer work within the merchant division, but their roles are very different. While buyers understand that market trends merchandise planning is all about the numbers. Merchandise planning is highly analytical and relies heavily on data analytics. Merchandise Planners most often have accounting, mathematics, statistics, or IT backgrounds using past data to plan future demand. The Merchandise Planning department should report into a senior executive that is responsible for inventory levels and overall budgets, usually a CFO. Merchandise Planners should also control markdowns and obsolete inventory.

Using Artificial intelligence (AI)

Today's retailers gather a massive amount of data from transactions and interactions with consumers, especially those doing online transactions. This data is collected and processed using predictive analytics to help ensure that planners and buyers order the right amount of stock.

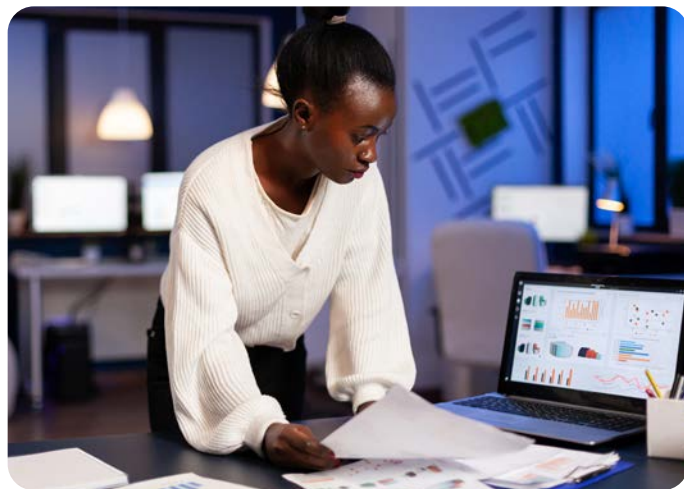
Credit Controller

What they do...

Credit controllers are employed by firms to handle all the liaison and administrative duties arising from hire-purchase transactions. In this way the hire-purchase system can be managed on an organized basis and the interests of both buyer and seller can be protected.

Over the years, buying on credit has become a customary way of doing business. Customers use credit extensively to buy houses, cars, large domestic appliances, and many other goods and services. The vast majority of business purchases, such as raw materials used in manufacturing and merchandise to be sold in retail stores, are also bought on credit so that businesses do not have to tie up their cash in inventories.

Credit controllers are responsible for opening accounts for prospective customers in accordance with the company's credit-policy by investigating the credit-worthiness of prospective buyers, drawing up the hire-purchase contracts, and collecting the deposits and payments. In extending credit to a business, the credit controller reviews financial reports submitted by the applicant, interviews



representatives of the business, and reviews credit reports to determine the records of the firm in repaying debts.

Entry Requirements

Compulsory Subjects: No compulsory subjects

Recommended subjects: Mathematics, Computer Applications Technology (CAT), Accounting, Business Studies

Pass in Matric with a Diploma pass

Check the admission requirements at the institution you intend applying to.

Personal Requirements

- be able to keep calm under pressure
- be assertive
- have good number skills, and the ability to explain financial matters clearly
- have to be able to work with sensitivity when dealing with people and their money
- have a pleasant personality and appearance
- have the ability to speak and write effectively
- need to be able to demand payment on overdue accounts, which may cause extra strain
- must be prepared to spend most of his/her working day doing calculations

Further Training

In-service training under the guidance of more senior and experienced personnel in the department, to gain a thorough understanding of the company's credit procedure and policies. If computer and other mechanical devices are being used, they are trained in the necessary skills.

Employment

- banks
- finance houses
- retail companies

Related Careers

Debtors Clerk; Credit Manager; Purchasing Manager; Accountant; Auditor; Insurance Industry; Bookkeeper; Buyer: Retail.

Getting started

- try to obtain vacation work as an assistant to a credit controller, for example in a retail company
- make an appointment to speak to a credit controller about this type of career

Further Information

Institute of Bankers
Tel: (011) 268-0669
www.iob.co.za



Clerical Careers in the W&R Sector in High Demand

Both retail planner and retail buyer work within the merchant division but their roles are very different. While buyers understand that market trends merchandise planning is all about the numbers. Merchandise planning is highly analytical and relies heavily on data analytics.

Clerical Careers



Accounts Clerk

Accounts clerks keep financial records updated, they prepare reports, and reconcile bank statements. Most work is done on computer using accounting software such as SAP to process business transactions. Accounts clerks do accounts payable and receivable, disbursements, expense vouchers, and receipts.



Cash Office Clerk

A cash office clerk is responsible for counting and verifying cash-outs, preparing floats for till operators, and balancing large volumes of cash. They make cash available to clients, employees, and other individuals who need to process financial documents. Banks, stores, and other financial institutions need cash office assistants to operate smoothly.



Debtors Clerk

A debtors' clerk keeps record of customers' accounts and recover the debts. These records are kept in the form of books, record cards, or on computer. A debtors' clerk does routine work in the accounts department. They keep record of the money owed and payments made.



Order Clerk

Order clerks check customer orders against the items to be purchased. They ensure that there are supplies in stock, and orders are delivered within the time, as stipulated. Most transactions are recorded online with customer details so that information can be used in determining customer preferences for future sales using social media as a tool.



Receiving or Dispatch Clerk

Receiving or Dispatching clerks verify and maintain records of incoming and outgoing goods in warehouse or distribution centre. Receiving clerks receive incoming deliveries by verifying and signing for shipments, unloading and storing the received items. Dispatch clerks prepare goods for despatch and ensure items are assigned and delivered to the right places.



Stockroom Clerk

A stockroom clerk works in a retail department, or stores moving merchandise from the warehouse or stockroom to store display shelves. Their role is to oversee and organize the stock and ensure that all stock is recorded and managed. Stockroom clerks work on computers to keep track of inventory and ensure that items are not misplaced or stolen.

Customer Services Manager

What they do...

The customer services manager oversees a team of customer service agents whose aim is to look after the interests of all customers in their interactions and dealings with the business. The team responds to inquiries from prospective, current and past customers, they assist customers and make their experience a positive one. Customer service managers oversee the performance of the agents to ensure that they keep pace with service demands. They often have a thorough understanding of both customer and business needs and are capable of coming up with solutions that appease both parties. The customer service manager often works in a remote contact centre dealing with queries of customer via telephone and online. This requires both technical expertise and interpersonal skills. The primary goal of a customer service manager is to instill in employees the need to actively listen to customers, be empathetic towards their problems, and be efficient in providing worthy solutions.



Entry Requirements

Compulsory Subjects: None
National Senior Certificate (Matric)

Personal Requirements

- be articulate with fluent verbal and written expression
- be friendly and charming
- possess leadership qualities
- be outgoing and self-confident
- be creative, imaginative, and persuasive

- be multilingual
- emotionally stable and mature
- be able to deal tactfully with all types of people
- have organising and management skills
- be able to work under pressure

Further Training

Diploma: Diploma in customer service, public relations or related field.

Employment

- Many organisations that deal with the public
- Call centres
- Large organisations, departmental stores, etc, may provide in-service training

Related Careers

Flight Attendant (Cabin Attendant); Tour Guide; Receptionist; Public Relations Practitioner; Clerk; Travel Agent.

Getting started

- make an appointment to speak to a customer services manager or agent about this type of career.

- try to work part time as a sales assistant in a shop
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership.

Further Information

Visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnerships.



Data Scientist

What they do...

Data Scientists gather and analyse large sets of data using statistical methods and systems to probe and extract intelligence. This is done to make forecasts and to help organisations to make better-informed business decisions. Their work involves making sense of messy, unstructured data, from sources such as smart devices, social media feeds, transactions, server log files, data from sensors on manufacturing machines, industrial equipment, and internet of things devices, and emails. They use knowledge of computer science, statistics, mathematics, and social science to analyse, process, and model data. The results are then interpreted to create useful plans for companies and other organizations. Data scientists and analysts gather a massive amount of data. They process this using predictive analytics, and can ensure that planners and buyers order the right amount of stock so that stores won't end up with too much or too little. By using artificial intelligence (AI) this data is used to align and improve decision relating to inventory, staffing, and the ever-changing demands of the consumer.



Entry Requirements

Compulsory Subjects: Mathematics

Recommended subjects: Physical Science, Information Technology

National Senior Certificate (Matric) meeting degree requirements for a degree course.

Personal Requirements

- Data Scientists are part mathematician and part computer scientist so if you love numbers and statistics as well as computer programming, this may be a good path for you.

Others include:

- the ability to think logically and analytically
- the ability to pay close attention to detail
- the flexibility and adaptability required to manage change effectively
- the ability to work independently, in teams and as group facilitators
- excellent oral and written communication skills including the ability to express ideas and solutions in clear, understandable language, and to deliver presentations to groups
- the interpersonal skills required to maintain good working relationships with clients, and vendors
- enjoy analysing business problems and finding innovative solutions

Further Training

Degree: Both career paths require at least a bachelor's degree in a quantitative field such as mathematics, computer science, or statistics. A Bachelor of Science (BSc), or a BSc Engineering degree would be suitable.

It is essential to continuously upgrade knowledge because systems are constantly changing.

Employment

- government and provincial departments

- large computer companies
- research organisations
- large business and industrial organisations
- insurance companies
- educational institutions and libraries
- transport enterprises
- mining companies
- any company or business using computer systems and networks.

Related Careers

Actuary; Computer Scientist; Computer Software Engineer; Computer Programmer; Mathematician; Statistician.

Getting started

- speak to a data analyst or data scientist
- watch YouTube videos on the subject
- try to complete computer programming courses
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

Computer Society of SA
Tel: (011) 315-1319
www.cssa.org.za

E-commerce Manager

What they do...

An e-commerce manager (or electronic commerce manager) creates strategies that involve the design and implementation of a company's online shops and adjacent platforms. They ensure that the e-commerce business is profitable by implementing ways to improve the end-to-end operations of the e-commerce business. The e-commerce manager must be able to monitor the effectiveness of strategies using data analysis tools which use standardized metrics to generate data-driven market insights aimed at improving customer experience, and profit for the business. An e-commerce manager should be knowledgeable about relevant trends and innovations in e-commerce. In this fast-paced digital environment they should be continually learning about techniques that might improve performance. The e-commerce manager must coordinate and improve collaboration between departments and relationships between teams of staff.

Entry Requirements

Compulsory Subjects: Mathematics (for BCom and an IT degree at University).



Recommended subjects: Mathematics, IT.

National Senior Certificate (Matric) with Bachelor's pass

Personal Requirements

- good with technology, follow the trends
- strong business knowledge
- leadership skills
- effective communication
- good at working with data
- get along well with others
- persuasive and friendly.

Further Training

Degree: A Bachelor's degree preferably in either Commerce, Business Science, Data Analytics or IT would be preferable. Or any recognised BSc (Eng) or BEng degree.

It is essential to upgrade knowledge continuously because systems are constantly changing.

Employment

This is a growing field with many employment opportunities: online shopping is one of the fastest growing online activities worldwide with digital retail development in strongly connected to the constantly improving online access, especially in mobile-first online communities.

- wholesale and retail establishments which have an online presence
- consulting to wholesale and retail establishments.

Related Careers

E-commerce Planner; Sales and Marketing Manager; Advertising; Data Analyst; Sales Manager (Credit).

Getting started

- speak to a data analyst or data scientist
- watch YouTube videos on the subject

- try to complete computer programming courses
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as a learnership

Further Information

Contact any large wholesaler or retailer.

Careers of the future



e-Commerce planner

eCommerce planner is a mid-level member of the eCommerce team responsible for the development and management of eCommerce plans and strategies. They must forecast sales trends, establish timelines, and coordinate with various team members to achieve established goals. They may be hired in lieu of an eCommerce manager or report to one depending on company size and structure.

eCommerce Merchandiser

An **ecommerce merchandiser** is responsible for maintaining and updating product listings on an eCommerce site. They are expected to know how to optimize SEO for eCommerce product pages, as well as audit existing pages for any issues. They are usually direct reports to the eCommerce manager or team lead.

Food Trade Worker

What they do...

A Food Trade Worker (preparation) is responsible for everything that goes into the preparation of a meal such as the planning, cooking and baking of foods. The main duties of a Food Trade Worker are helping cooks prepare meals, and creating simple dishes such as salads. They also have to help keep the kitchen orderly and clean.

Food trades workers (retail sales) are the link between the food products that have been prepared and the customer. It is important that retail sales create a positive image of the food on display and determine the impression that customers form of the store and whether they will visit the store again. They also need to be knowledgeable about the products they are selling, products to customers, and help them to select the products which suit their needs. When assistants are not busy serving customers, they need to check stock and note items that are running low or for which supplies are needed. Other duties include answering telephone calls, handling inquiries, and monitoring the store security to prevent shoplifting.



Entry Requirements

No school subject requirements are necessary to enter this career.

Personal Requirements

- alert and even-tempered
- enjoy working with the public
- tactful and patient
- get along well with others
- persuasive and friendly
- good health and stamina
- neat, well-groomed appearance
- good taste and insight into the tastes of customers

Further Training

Most food trade workers learn their skills on the job. Large stores and restaurants may provide training programmes which last for several days, followed by on-the-job training under an experienced worker.

Employment

- large or small retail shops
- wholesale establishments

Related Careers

Butcher (blockman) ; Confectionary Baker ; Chef; Cook; Salesperson; Sales Representative.

Getting started

- volunteer to help at community functions which prepare and serve food
- try to get vacation work in a bakery or deli
- speak to food trade worker about this type of career and ask to observe them at work
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

Contact any bakery, butcher, food retailer or restaurant.



Food Trade Workers



Most food trade workers learn their skills on the job. Large stores and restaurants may provide training programmes which last for several days, followed by on-the-job training under an experienced worker. A Butcher (Blockman) and Confectionary Baker are both scarce skills.

Forklift Driver

What they do...

A forklift driver drives a forklifting machine and moves goods from A to B using levers and pressing pedals to control the movement of the lifting apparatus. Drivers and stackers use fork-lifting machines to: lift the load from where it has been delivered; stack each load to a suitable storage height; and to clear any obstructions.

The forklift machine is usually electrically powered for indoor use, and petrol or diesel powered for outdoor use. Indoor machines stack goods no higher than roof or ceiling level of the floor on which they operate. The machine used in outdoor operations is normally a counterbalanced forklift.

The design of the forklift may vary according to the type and size of the materials to be removed or stacked. Forklift machines are used to move materials from loaded pallets, boxes, tow trucks, or trailer hitches to a designated point in a warehouse or other storage area. The work requires precision because the load must be lowered at the correct angle into its exact position. Working hours and conditions depend on the nature of the products and industry.



Schooling & Subjects

No school subject requirements are necessary to enter this career.

Subjects: No specific subjects

Personal Requirements

- be responsible, patient and have perseverance
- good eye-hand coordination
- manual dexterity: good coordination between right and left
- able to judge distances and heights accurately
- willing to work shifts

Further Training

The Occupational Health and Safety Act stipulates that drivers and stackers should be in possession of a certificate of training issued by an accredited organisation.

Employers offer the following in-service training routine:

- new employees initially accompany experienced drivers so that they can gain an understanding of the whole operation
- they then practice lifting and lowering the forklift device without a load
- then they lift, lower and transport “waste” loads
- finally they move on to stacking actual loads, starting with smaller loads

Employment

- freight and transport companies
- such organisations as: Transnet, SAA Air Cargo
- building contractors
- harbours
- industries that need to store material

Related Careers

Bus Driver; Uber Driver; Crane Operator; Truck Driver
Cargo or Freight Handler; Driving Instructor; Taxi Driver.

Getting started

- visit various factories or manufacturing companies and watch stackers move cargo
- speak to a driver / stacker and observe them at work
- visit the websites above to explore training opportunities

Further Information

TETA

Visit the website for TETA accredited training courses, learnerships and skills programmes

<https://www.teta.org.za/>

Transnet

Visit the website for Transnet website for opportunities in accredited training courses, learnerships and skills programmes

<https://www.transnet.net/>



Types of Drivers



Cargo & Freight Handler

The primary responsibility of a cargo handler is to supervise the loading and unloading of all consignments. They must also ensure that consignments are properly packed and addressed, and that they are correctly loaded.



Delivery Drivers

Delivery drivers collect items from one location to transport them to a different destination. They transport items ranging from food to furnishings and may deliver to businesses or the public. Delivery drivers provide excellent customer service by answering any questions and handling any clients' complaints.



Truck Drivers

Truck drivers transport freight and cargo and travel long distances to deliver them. They load, transport, and deliver items to a client or a business. The route may be a short trip inside of a construction or mining area, within the city, or a long-haul. A special drivers' licence is required.



Crane Operators & Riggers

Crane operators control a crane in order to hoist or transfer heavy objects from one level to another. Riggers erect hoisting tackle, assemble and erect derricks or sheer legs for construction purposes, and install and maintain steel cables and ropes.



Load Masters

The load master, and winch operator accompany the air crew on flights. The load master ensures that air cargo is loaded correctly, logs flying hours, and records the amount of fuel used.



Uber Drivers

Since its launch in 2012, Uber has become the most recognized app-based car-for-hire service. Uber offers a similar service to the traditional taxi service. The difference is, it relies on smartphone technology to manage communication, navigation and payment transactions directly with the client.

Human Resources Manager

What they do...

Human resources managers are responsible for policies and practices in an organization dealing with the recruitment and selection of employees, improving performance and productivity, pay and fringe benefits, and for creating a good relationship between managers and employees. The tasks of human resources managers differ according to the size and type of organisation. They are also responsible for tasks such as the development and updating of human resources development programmes or training programmes, payment practices and staff administration. They ensure that labour laws, wage agreements and conditions of service are followed.

Entry Requirements

Compulsory Subjects: None

National Senior Certificate with a Bachelor's pass or a Diploma pass is required.



Personal Requirements

- speak and write clearly and effectively
- enjoy working as part of a team
- fair and objective
- proficient in languages
- able to detect problem areas and offer solutions
- work well with all kinds of people
- able to make friends easily
- tolerant of different views
- diplomatic, but also able to be firm

Further Training

Degree: Courses in Human Resource Management or Industrial Psychology

Diploma: Diploma in Human Resources Management

Employment

- government and provincial departments
- mining companies
- commerce and industry
- self-employment, for example as an employment agent

Related Careers

Industrial Psychologist; Industrial Engineer; Skills Development Practitioner; Training Manager; Personnel Consultant; Payroll Clerk.

Getting started

- speak to human resources managers about this type of career
- develop an interest in the labour laws of the country
- pay special attention to labour law cases in the media
- try to get a holiday job in a human resources department of a large organisation
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

Institute of People Management

Tel: (011) 544-4400

www.ipm.co.za



Petrol Station Supervisor

What they do...

Service station supervisors are responsible for the total organization of a garage or service station, including the supervision and control of personnel as well as the retail operations surrounding the business. Garages or service stations are owned and operated by individual franchisee owners. A franchise or retail agreement manages this relationship and the service station supervisor or manager is employed to run the business.

Service is an important aspect of running a successful petrol station forecourt. A supervisor or manager is directly responsible for retaining the goodwill of the public by ensuring satisfactory service and creating and maintaining a sense of shared purpose amongst the garage staff. Clients expect to be able to fill-up a car and purchase convenience items like groceries.

Entry Requirements

Matric with previous garage management experience.



Personal Requirements

- organisational ability
- leadership qualities
- be able to communicate well and get along with people
- present a well-groomed appearance
- be objective and fair
- be able to motivate others towards a common goal and be interested in their work
- good business sense
- understand accounting procedures

Further Training

Degree: A business management at university

Diploma: A business management diplomas

Most service station supervisors have been promoted into their jobs from positions with less authority.

Employment

- service station companies (as managers or as managing directors) at companies such as Shell, Total, BP, SASOL and Engen
- some Petrosself-employment (as owners of a service station franchise)



Getting started

- try to obtain vacation work at a service station
- speak to a garage manager about this career

Further Information

- speak to a service station manager
- contact services station franchises - <https://engen.co.za/motorists/franchising>

Related Careers

Sales Manager; Marketing Manager; Service station attendant.

Service Station Attendant



A service station attendant (Pump Attendant) works at a service station and may perform a number of duties in the service and maintenance of a motor vehicle. A service station attendant may add petrol to a vehicle, they also conduct routine service checks such as: checking fluid levels, tyre pressure, cleaning windshields, taking cash or credit card payments, and advising clients on specials or opportunities available for other purchases.

Retail Manager

What they do...

A Retail Manager, sometimes known as a store manager, exercises total responsibility for developing a business operation that increases sales, business profitability, market share, and customer and employee satisfaction by directing, coordinating, and monitoring all sales, operations, and personnel development activities.

A Retail Manager is a middle management position that entails far more than managing a retail operation. It involves managing the entire store, from the receiving of goods / merchandise to customer service. If there is a problem, it will require the attention of the branch manager.

The first and foremost aim is to ensure that customers are served efficiently and are satisfied at all times. All the departments in the store must be integrated so that they run efficiently and interdependently. The job usually also entails ensuring that the head office's strategy is implemented in the store. Profitability can be affected by how successfully the Retail Manager is able to plan, organise, coordinate and control branch stores, or supermarkets. They work in an office



for part of the day where they plan the activities of the store and see to the administrative duties, but they also move through the store to attend to matters that need their attention, and communicate with their staff and the clients in the store. They are in charge of the administration, price-fixing, ordering and rotation of stock. They must ensure that the store's budget tallies with the one set up by the store's head office, and that the store shows a profit. They need to also control theft and breakage.

Schooling & Subjects

Schooling & School Subjects

National Senior Certificate (matric), or equivalent

Compulsory Subjects: None

Recommended subjects: Business Studies, Accounting, Economics.

Personal Requirements

A retail manager needs to have strong people management skills and the ability to develop a team.

- a good communicator
- good people-management skills
- able to work as part of a team
- have business-development skills

Further Training

While there is little formal training available at tertiary institutions for this type of job, any business or sales course would be very helpful. Some stores or institutions, however, have their own on-the-job training and a Project Manager's course would be useful.

Degree: A Bachelor or Commerce (BCom) with business and marketing subjects would be suitable.

Advanced Diploma in Retail Business Management would be useful

Employment

- retail operations including online and physical stores
- warehouses and retail financial institutions
- department stores
- retail firms
- self-employment, own retail business

Related Careers

Credit Manager; Purchasing Manager; Market Researcher; Inventory Stores Manager; Fashion Buyer; Retail Supervisor; Salesperson; Marketing Manager.

Retail Supervisor

The main differences between a retail manager and a retail supervisor is their level of authority, responsibilities, objectives and pay. Typically, a retail manager is higher-level, higher-paid and has a higher level of responsibility than a retail supervisor.

Getting started

- speak to a branch manager about this career and ask if you can observe him/her at work
- try to obtain vacation work in a retail store
- follow retail social media pages, visit the W&RSETA website regularly for information on opportunities such as learnerships
- visit the websites of retail chains regularly for information on opportunities such as learnership

Further Information

- contact study institutions which offer a retail management course, or training
- contact any chain / departmental store or retail firm

Retail Operations Manager

What they do...

Retail operations managers plan and direct operations and improve productivity and efficiency in a retail environment. Unlike a store manager in charge of an individual store, a retail operations manager oversees multiple stores and travels from location to location. They manage day-to-day activities, analyse statistics and reports, and have a role in all retail functions which combine to ensure that stores meet sales goals. Operations managers also make sure that the organisation sticks to the budget and ensures that standards of operation are met with regards to store layout, planograms, visual displays etc. It is therefore essential that operations managers liaise and interact with other team members, including interacting with managers of different parts of the organization, presenting findings to stakeholders and higher management, as well as training and supervising new employees and tracking and measuring staff performance. The methods and strategies used to achieve this vary from company to company but there are standard duties and accountabilities associated with ensuring the smooth operational procedures of the company.



Schooling & Subjects

Schooling & School Subjects

National Senior Certificate (matric), or equivalent

Compulsory Subjects: None

Recommended subjects: Business Studies, Accounting, Economics.

Personal Requirements

A retail manager needs to have strong people management skills and the ability to develop a team.

- be practical and enjoy solving problems
- be accurate and persistent
- have managerial and leadership skills
- have good judgement

- work well with others
- express ideas clearly in writing and in speech

Further Training

There's no formal education that can prepare you for the role. In fact, many working in retail operations management today only have a high school diploma.

Diploma: Nat Dip Management

Degree: BCom Management

Employment

- commerce and industry
- supply chain stores
- retailers
- government departments

Related Careers

Purchasing Manager; Inventory and Stores Manager; Salesperson; Project Manager; Production Manager; Human Resource Manager; Store Manager.

Getting started

- try to obtain vacation work in a retail store

- follow retail social media pages
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

- contact study institutions which offer a retail management course, or training
- contact any chain / departmental store, or retail firm



Sales Assistant

What they do...

Sales assistants are the link between the store's products and the customer. It is important that assistants promote a positive image of the shop as assistants' actions project the store's image and determine the impression that customers form of the store, and whether they will visit the store again. Shop assistants usually sell merchandise in all types of retail stores. Their work depends on the type of store. Shop assistants need to be knowledgeable about the products they are selling, for example, a shop assistant working in an electrical appliances store needs to know how these appliances work. Shop assistants show products to customers and help them to select the products which suit their needs. Assistants receive payments and give change for purchases. The work also entails filling out sales slips, the wrapping of purchases, and making the arrangements for pick-up or home delivery. When assistants are not busy serving customers, they need to check stock and note items that are running low or for which supplies are needed. Other duties include answering telephone calls, handling inquiries, and monitoring the store security to prevent shoplifting.



Entry Requirements

No specific high school requirements are necessary to enter this career but a National Senior Certificate (matric) is recommended.

Personal Requirements

- alert and even-tempered
- enjoy working with the public
- tactful and patient
- get along well with others
- persuasive and friendly
- good health and stamina
- neat, well-groomed appearance
- good taste and insight into the tastes of customers

Further Training

Most sales assistants learn their skills on the job. Large stores may provide training programmes which last for several days, followed by on-the-job training under an experienced worker. This enables the sales assistant to know what the job entails, in order to commence work with confidence.

Employment

- large or small retail shops
- wholesale establishments
- Any retail shop or wholesaler

Related Careers

Call Centre Salesperson; Help Desk Operator; Sales Representative; Sales Manager; Cashier; Salesperson; Sales Assistant (Credit); Sales Representative.

Getting started

- volunteer to help at community functions, such as jumble sales
- try to get vacation work as a shop assistant
- speak to shop assistants about this type of career and ask to observe them at work
- follow retail social media pages
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

- Institute of Marketing Management (IMM)
Tel: (011) 628 2000
<https://imm.ac.za>
- contact any chain / departmental store or retail firm

Specialised Sales Assistants



A sales assistant provides assistance directly to customers. However, the more technical or specialised the product, the more training and experience is required to sell the product. The following sales assistants are specialised roles and are listed as scarce skills meaning there a scarcity of qualified and experienced people.

These careers are in demand: Automotive Parts Salesperson; Call Centre Salesperson; Call Centre Manager; Contact Centre Forecast Analyst; ICT Sales Assistant; ICT Sales Representative; Help Desk Operator; Pharmacy Sales Assistant (HTFV); Sales Demonstrator; Sales Manager; Sales Representative (Building and Plumbing Supplies); Sales Assistant (Cosmetics); Sales Assistant (Credit); Sales Representative (Personal and Household Goods) (HTFV); Sales Representative (Photographic Equipment and Supplies).

Sales & Marketing Manager

What they do...

Sales and marketing involve the process whereby a company tries to find out what its customers want and then develops its products accordingly. It may include selling, sales, management, market research, new product development, product management, pricing, packaging, advertising and sales promotion, distribution, consumer guidance, after-sales service, and public relations. Marketing therefore, covers a very broad spectrum of business activities. It is necessary to know who the customer is, where the customer is, what motivates the customer to buy one's products or service, to define the competitors, and to keep in touch with changing circumstances that necessitate changes to the product / marketing strategy.

Entry Requirements

Compulsory Subjects: None

Recommended subjects: None

National Senior Certificate (Matric) with a Bachelor's pass or a Diploma pass.



Each institution has its own entry requirements.

Personal Requirements

- good communicator, more so than an average manager
- pleasant and understanding
- present a good appearance
- get along well with people
- persuasive
- enjoy competition
- high degree of responsibility and capability
- able to command respect from colleagues and subordinates

Further Training

Degree: A Bachelor's degree in Marketing or Communications

Diploma: Marketing Management

The Institute of Marketing Management (IMM), offers a three-year diploma course in Marketing.

Employment

- advertising agencies
- firms marketing consumer goods
- manufacturing companies
- large companies
- stores
- self-employment, with the necessary experience can start own business in marketing, selling products, market research and consulting

Related Careers

Market Researcher; Fashion Buyer; Salesperson; Copywriter; Purchasing Manager; Public Relations Practitioner; Sales Manager; Advertising.

Getting started

- try to obtain vacation work in a retail, marketing or advertising company

- make an appointment to speak to a marketing manager about this type of career
- follow retail social media pages
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnership

Further Information

- Institute of Marketing Management (IMM) Tel: (011) 628 2000 <https://imm.ac.za>
- Contact any chain / departmental store or retail firm



Direct to Consumer Marketing

The rise of e-commerce has led towards a marketing model called direct-to-consumer (DTC) which works by selling directly to consumers without using brick-and-mortar stores, wholesalers, or platforms like Amazon. With DTC marketing all sales go directly to the brand itself, skipping distributors and most of the traditional supply chain.

DTC brands are in charge of designing and manufacturing their products as well. Their marketing and sales happens directly to the customer through their own online store. This promotes lower prices because it eliminates the "middle man" (the traditional retailer).



SHE&Q Practitioner

What they do...

A Safety, Health, Environmental and Quality Practitioner is there to ensure that the safety, health and environmental quality policy measures are implemented within an organisation. Every organisation is required by law to operate within the framework of law regulating the health and safety as well as the environmental laws of a country. This practitioner's role ensures that the policy is carried out and the regulations are met. The work and day-to-day tasks of the SHE&Q Practitioner will vary depending on the industry and the size of the organisation they work for. Tasks may include ensuring that organisations are legally compliant with national, provincial and local laws and safety legislation relating to: sanitation; occupational and environmental health and safety; emission of pollutants; disposal of dangerous wastes; escalator and passenger conveyor equipment and lifts. A SHE&Q Practitioner ensures that adequate resources are available, including safety, medical and other equipment and supplies. They also train and educate employees on the implementation of organisations rules



and regulations concerning occupational health, safety, and the environment in a particular sector or industry. They ensure the sustainable use of resources by preventing pollution, prioritising water efficiency, and improving the energy mix.

Entry Requirements

Compulsory Subjects: None

Recommended subjects: Life Sciences.

National Senior Certificate (Matric) with a Diploma pass.

Personal Requirements

- keen interest in the general health of the population
- concerned about the food for human consumption
- want to improve the living conditions of the community
- enjoy working with people
- able to accept responsibility
- honest and objective
- good judgement and the ability to organise
- sound knowledge of health care systems

Further Training

Diploma: A National Diploma relating to Occupational Health and Safety or Environment Management Courses: Courses relating to Occupational Health and Safety Management Certification (OHSAS) and International Organisation for Standardization (ISO).

Employment

- Municipalities
- Government Departments
- Manufacturers
- Research organisations
- SA Defence Force
- Mines
- Department of Agriculture

Related Careers

Safety Manager (Officer); Quality Control Inspector; Environmental Health Officer; Security Guard; Training Officer.

Getting started

- try to get vacation work to gain experience working with people
- arrange to speak to a health inspector about this type of career

Further Information

Department of Health Tel: (012) 395-8000
<http://www.health.gov.za>

Department of Water and Sanitation (DWA) Tel : (012) 336 7500
<http://www.dwa.gov.za/>



Shelf Packer

What they do...

A shelf packer is responsible for stacking shelves with products for supermarkets, chains stores, hardware stores, chemists and warehouses. They are responsible for making sure that stock is replaced in the correct place. Their duties may include, loading stock off trucks, checking the expiry date on food, and removing expired goods from the shelves, and pulling stock to the front of shelves so that shelves appear full and organised.

Schooling & Subjects

No specific high school requirements are necessary to enter this career, however, it is advisable to have at least a Grade 10.

Personal Requirements

- good health and stamina
- neat, well-groomed appearance
- prepared to work odd hours



- quick with your hands
- good attention to detail.

Further Training

Most shelf packers learn their skills on the job under the guidance of an experienced worker.

If a shelf packer who shows commitment, hard work and initiative may advance into more senior positions. A shelf packer may be sent by the company on training courses.

Employment

- large or small retail shops
- wholesale establishments

Related Careers

Till Packer; Cashier; Forklift Driver; Packer; Salesperson; Warehouse Assistant; Order Picker; Chiller Hand.

Getting started

- volunteer to help pack at community functions
- speak to a shelf packer about this type of career and ask to observe them at work
- visit the W&RSETA website as well as the websites of retail chains regularly for information on opportunities such as learnerships

Further Information

Contact any large retailer or warehouse.



Careers of the future



Packers and Pickers

With the rise of e-commerce there are more opportunities for packers and pickers who work in warehouses and supermarkets preparing orders for clients who order directly online. 'Pick' refers to choosing and picking up the items on the order form or 'picking slip', while 'pack' refers to packing the order and getting it ready for transportation. This direct-to-consumer (DTC) model works by selling directly to consumers without using brick-and-mortar stores. All orders go directly to the brand itself, skipping distributors and most of the traditional supply chain.

Software Engineer

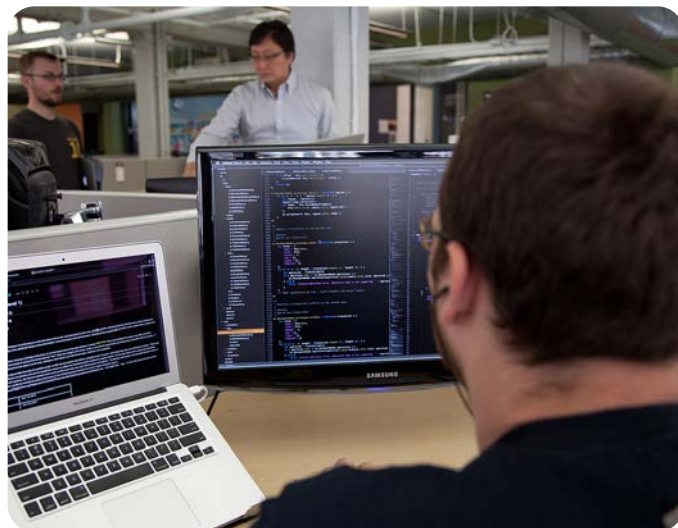
What they do...

Software engineering is a branch of computer science that includes the development and building of computer systems software and applications software.

Computer systems: the construction and maintenance of a company's computer systems, and planning for future growth. This may include the setting up of intranets, or telecommunications networks that link computers within organisations.

Project management: the management and delivery of a project in consultation with other members of a team.

Software engineers normally work in an office environment. Their job requires a fair amount of interaction with customers and co-workers and may require spending time away from the office in order to consult with clients at their premises.



Entry Requirements

National Senior Certificate (Matric) with a Bachelor's pass (check institution requirements).

Compulsory subjects: Mathematics, Physical Sciences.

Recommended subjects: Information Technology, Computer Applications.

Note: The engineering faculties of some universities offer a support programme to help students become self-sufficient and capable of completing the very demanding engineering courses.

Recommended Interests & Skills

- the ability to think logically and analytically
- the flexibility to manage change effectively
- the ability to work independently and in teams
- ability to analyse and solve business problems
- work well under pressure in order to meet project deadlines

Further Training

Degree: BEng Computer Engineering or Electronic Engineering - most universities.

A person who has obtained a recognised BSc (Eng) or BEng degree is eligible for registration as Engineer in Training.

Postgraduate: Honours in computer science can be followed by MSc and PhD at most universities. It is essential to upgrade knowledge continuously because systems and security threats are constantly changing.

Getting started

After gaining at least three years, appropriate practical experience, a computer engineer may register as a Professional Engineer under the auspices of the Engineering Council of South Africa. For computer scientists, Bachelor of Information Technology degrees are offered at some universities. The more theoretical majors lead to specialised work in computer science and programming.

Employment

- organisations in the Wholesale and Retail Sector
- companies that supply and service computers
- self-employment, a registered engineer with the necessary experience and initiative, as consultant

Related Careers

Computer Hardware Engineer, Computer Scientist.

Further Information

Computer Society of SA
Tel: (011) 315-1319
www.cssa.org.za

Engineering Council of SA (ECSA)
Tel: (011) 607-9500
www.ecsa.co.za

Society for Professional Engineers
Tel: (011) 783-0765
www.professionalengineers.co.za



Small Business Owner

What they do...

A small business owner is any individual who identifies business opportunities and decides to create a business venture of their own. Small business owners are found in every industry and at every level in society, from the hawker on the side of the road, to the owner of a large corporation who started from a small business in a back room.

What all small business owners have in common is that they are making a living through a venture over which they have direct control. There are people who may be considered small business owners/entrepreneurs by nature and can often be identified at a young age, collecting and swapping goods after school, making deals and arrangements with other children, buying and selling stuff.

These individuals have an eye for identifying a business opportunity. They enjoy seeking out new ways of conducting business. They are often very determined individuals who are open to testing new ideas. These individuals often become the pioneers of one or a number of new businesses.



Khumbuza Bavu from Gynature Feminine Care promoting the products she created and is now selling to retail outlets

Entry Requirements

Compulsory Subjects: None

Recommended subjects: None

National Senior Certificate (Matric) is recommended. Each institution has its own entry requirements.

Personal Requirements

- enjoy a challenge, sense of adventure, and risk-taking
- interest in and knowledge of business
- willing to acquire a wide range of business skills
- good communication and interpersonal skills
- organised and practical
- able to make good judgements
- quick-thinking and adaptable
- hard-working, dedicated and determined
- generally fit

Further Training

A business degree, diploma, or certificate is extremely useful, although many small business owners are too impatient to study, which could lead to failure in some cases. Small business owners may also attend business seminars, short courses and industry conferences. Online courses are also good. Regular re-training in current market or business trends may also be useful.

Degree: BCom - most universities offer business degrees.

Diploma: a course in Small business ownership is offered by CPUT, CUT, DUT, UJ, TUT and NMMU.

Related Careers

Guesthouse Manager; Restaurateur; Building Contractor.

Employment

Small business owners may begin their careers by working for someone else in order to gain experience before starting their own business.

Getting started

- useful experience for small business owners includes business management, sales and marketing, buying and selling
- try to get any work that does not require supervision
- speak to as many small business owners and small business owners as possible to find out more about this field

Further Information

Department of Small Business Development
<http://www.dsbd.gov.za>

NYDA - National Youth Development Agency
<http://www.nyda.gov.za>

W&RSETA Projects have a number of interesting projects to assist people. Have a look at the opportunities available at:
<https://www.wrseta.org.za/index.php/projects>

Entrepreneurship/SMME Opportunities



Service Business

A service business, unlike a product based business, provides professional support to clients or individuals as an aid or in helping a client complete a task. If you want to start a service you will need expertise in a certain area, providing for example: financial services (advice on tax insurance, etc.); IT services; graphic design social media; child care or education, etc.



Informal Traders

The informal sector includes employees, employers, and self-employed people who work in the private sector but who are not registered businesses and do not keep a set of accounts separate from the household budget. They are likely not to have Unemployment Insurance Fund (UIF), and the business is likely to be located on the street, in an open space or a market.



Artisans 

An artisan is someone that works with their hands to make something or to fix tools or machinery. Artisans usually do an apprenticeship in order to qualify or may learn artisanal techniques passed down through the family or community. Artisan's provide important services like fixing equipment. For example, refrigeration mechanics fix industrial fridges essential for cold chain procedure.



Online Retail

Online retail is similar to physical (brick and mortar) retail as clients browse products on the website similar to how they would walk around a store and select products of the shelf. The transaction process is usually done via a credit card. E-commerce also involves online retail but is broader than just shopping and include other services such as marketing via social media.



Franchises

A franchise is a type of business that is owned and operated by an individual (franchisee), but the product, service and brand is owned by the franchise owner. There are many franchises available in South Africa operated using a tried and tested business model. When you buy a franchise you are buying the rights to market a product or service using the trademark of the franchisor.



Supply Chain/ Corporate Retail

The retail supply chain involves all steps involved in getting the product to the consumer, including: sourcing raw materials, manufacturing, packaging and transportation. As a business you may be involved in supplying the retail organisation with a product or service as one part of the supply chain, for example : logistics may involve, shipping, warehousing, courier, etc.

Store (Stockroom) Person

What they do...

A store person is responsible for receiving, handling and dispatching goods in stores and warehouses.

Before the goods are received or dispatched, they have been counted correctly and inspected for any defects or damage before storing of such stock. The store person would also control stock in general, which would include the receiving, inspecting, and recording of stock.

Being in charge of stock (which often forms a large part of a company's monetary investment), is a job that requires a responsible and honest person. The store person performs administrative duties that include record-keeping, bookkeeping, and ensuring that departmental income and expenditure are kept within budgetary limits.

With modern technology a store person's job has become easier as most companies use a central computer network which ensures that all necessary information regarding receipt and dispatch of goods is recorded on the system and stored for later use and reference purposes.



The internet has enabled customers to order online and automated invoicing and receipts automatically record on the system the order once the transaction have been completed.

Entry Requirements

Compulsory Subjects: None

Recommended subjects: None

National Senior Certificate (Matric) with a Diploma pass.

Personal Requirements

- good writing and organisational skills
- able to work well with people, both subordinates and superiors
- totally honest, with strong sense of responsibility, since you are in charge of valuable stock
- methodical and accurate worker
- aptitude for figures
- computer literacy

Further Training

Diploma: N.Dip. Inventory and Stores Management - NMMU.

Employment

- all industrial and commercial enterprises, that own valuable stock and equipment
- mines
- government departments, provincial administrations and municipalities
- armed services
- self-employment, with enough experience, initiative and capital, can start own independent warehousing and storage business

Related Careers

Stockroom Clerk; Storeroom Manager; Warehouse Manager; Quality Control Inspector.

Getting started

- try to obtain vacation work in a warehouse
- make an appointment to speak to an Inventory or Stores Manager about this type of career.



Visual Display Artist

What they do...

A visual display artist designs and installs shop and shop window displays in an attractive and eye-catching manner. A theme is usually chosen and then the necessary properties (such as lights, mannequins and background scenes) are obtained or constructed and installed. In small shops, one visual display artist may perform all these tasks, while in larger shops different people may specialise in activities such as carpentry, painting, sign-writing, interior or exterior displays or administration. In a large retail department the visual display artist works as part of a team together with the merchandising, marketing and advertising members, in order to ensure a seamless customer experience. The work of the display artist is an important part of merchandise marketing.

Entry Requirements

Compulsory Subjects: Art or a related subjects is highly recommended

Recommended subjects: Art, Design Studies, Engineering and Graphic Design



Additional:

An art portfolio is required to demonstrate your creativity, abilities and commitment. If you intend studying towards a degree in Fine Art at university, you will need to a Bachelor's pass in matric. If you intend studying a diploma in an art-related field, then you will need a Diploma pass in matric.

Personal Requirements

- original, creative, artistic and imaginative
- able to work well with others
- perseverance
- able to work well under pressure

- be sensitive to the needs and tastes of the public
- interested in the latest fashions
- practical and have a mechanical aptitude

Further Training

Degree: BA (Fine Art)

Diploma: N.Dip: Interior or Graphic Design is also suitable

Software: Experienced at using Adobe Creative Suite programs, such as Illustrator, Photoshop, InDesign, or other visual design tools. After appointment, the beginner display artist gets in-service training by working with, and under the supervision of, an experienced visual display artist.

Employment

- departmental, clothing and home furnishing stores
- shoe stores or book and gift shops
- self-employment, as freelance worker serving small shops, that cannot afford full-time display workers
- self-employment, as freelance online graphic designer or web designer

Related Careers

Interior Designer; Interior Decorator; Décor or Stage Scenery

Designer; Graphic Designer; Colour Consultant; Clothing Designer; Advertising Accounts Executive; Photographer.

Getting started

- try to obtain vacation work as a visual display artist's helper in a departmental store
- observe store displays to get an idea of trends and techniques in displaying
- consult online books available on the art of display

Further Information

Contact any chain / departmental store or retail firm.



Public Universities

Nelson Mandela Metropolitan University (NMMU)

Eastern Cape
Tel: (041) 504-1111
www.mandela.ac.za

North-West University (NWU)

North West
Tel: (018) 299-1111
www.nwu.ac.za

Rhodes University (RU)

Eastern Cape
Tel: (046) 603-8276
www.ru.ac.za

Sol Plaatje University (SPU)

Northern Cape
Tel: (053) 491-0000
www.spu.ac.za

University of Cape Town (UCT)

Western Cape
Tel: (021) 650-9111
www.uct.ac.za

University of Fort Hare (UFH)

Eastern Cape
Tel: (040) 602-2441
www.ufh.ac.za

University of Johannesburg (UJ)

Gauteng
Tel: (011) 559-4555
www.uj.ac.za

University of KwaZulu-Natal (UKZN)

KwaZulu-Natal
Tel: (031) 260-1111
www.ukzn.ac.za

University of Limpopo (UL)

Limpopo
Tel: (015) 268-9111
www.ul.ac.za

University of Mpumalanga (UMP)

Mpumalanga
Tel: (013) 002-0001
www.ump.ac.za

University of Pretoria (UP)

Gauteng
Tel: (012) 420-3111
www.up.ac.za

University of South Africa (UNISA)

Gauteng
Tel: 0800 001 870
www.unisa.ac.za

University of Stellenbosch (US)

Western Cape
Tel: (021) 808-9111
www.sun.ac.za

University of the Free State (UFS)

Free State
Tel: (051) 401-9111
www.ufs.ac.za

University of the Western Cape (UWC)

Western Cape
Tel: (021) 959-3900
www.uwc.ac.za

University of the Witwatersrand (Wits)

Gauteng
Tel: (011) 717-1888
www.wits.ac.za

University of Venda (UV)

Limpopo
Tel: (015) 962-8000
www.univen.ac.za

University of Zululand (UZ)

KwaZulu-Natal
Tel: (035) 902-6000
www.unizulu.ac.za

Walter Sisulu University (WSU)

Eastern Cape
Tel: (047) 502-2844
www.wsu.ac.za

Universities of Technology

Cape Peninsula University of Technology (CPUT)

Western Cape
Tel: (012) 959-6767
www.cput.ac.za

Central University of Technology (CUT)

Free State
Tel: (051) 507-3911
www.cut.ac.za

Durban University of Technology (DUT)

KwaZulu-Natal
Tel: 0860-103194
www.dut.ac.za

Mangosuthu University of Technology (MUT)

KwaZulu-Natal
Tel: (031) 907-7111
www.mut.ac.za

Tshwane University of Technology (TUT)

Gauteng
Tel: 086 110 2421
www.tut.ac.za

Vaal University of Technology (VUT)

Gauteng
Tel: (016) 950-9924
www.vut.ac.za

TVET Colleges

Boland College

Western Cape
Tel: (021) 886-7111 / 2
www.bolandcollege.com

Buffalo City College

Eastern Cape
Tel: (043) 704 9262
www.bccollege.co.za

Capricorn College

Limpopo
Tel: (015) 230-1800
www.capricorncollege.co.za

Central Johannesburg College

Gauteng
Tel: (011) 351-6000
www.cjc.co.za

Coastal KZN College

KwaZulu-Natal
Tel: (031) 905-7200
www.coastalkzn.co.za

College of Cape Town

Western Cape
Tel: (021) 404-6700 / 086 010 3682
www.cct.edu.za

Eastcape Midlands College

Eastern Cape
Tel: (041) 995-2047
www.emcol.co.za

Ehlanzeni College

Mpumalanga
Tel: (013) 752-7105
www.ehlanzenicollege.co.za

Ekurhuleni East College

Gauteng
Tel: (011) 730-6600
www.eec.edu.za

Ekurhuleni West College

Gauteng
Tel: (011) 900-1201/2
www.ewc.edu.za

Elangeni College

Kwazulu-Natal
Tel: (031) 716-6700
www.elangeni.edu.za

Esayidi College

KwaZulu-Natal
Tel: (039) 684-0110,
www.esayidiFET.co.za

False Bay College

Western Cape
Tel: (021) 701-1919
www.falsebaycollege.co.za

Flavius Mareka College

Free State
Tel: (016) 976 0829/15
www.flaviusmareka.net

Gert Sibande College

Mpumalanga
Tel : (017) 712-9040/58
www.gscollege.co.za

Goldfields College

Free State
Tel: (057) 910-600
www.goldfieldsFET.edu.za

Ikhala College

Eastern Cape
Tel: (045) 838-2593/4
www.ikhalacollege.co.za

Ingwe College

Eastern Cape
Tel: (039) 940 2142
www.ingwecollege.edu.za

King Hintsa College

Eastern Cape
Tel: 0(47) 401-6400
www.kinghintsa.org.za

King Sabata Dalindyebo College

Eastern Cape
Tel: (047) 505-1000

Coastal KZN College

KwaZulu-Natal
Tel: (031) – 905-7000/1,
www.coastalkzn.co.za

Lephalale College

Limpopo
Tel: (014) 763-2252,
www.lephalaleFETcollege.co.za

Lovedale College

Eastern Cape
Tel: (087) 238-2223
www.lovedalecollege.co.za

Majuba College

KwaZulu-Natal
Tel: (034) 329-2004
www.majuba.edu.za

Maluti College

Free State
Tel: (058) 713-0612 F
www.malutiFET.edu.za

Mnambithi College

KwaZulu-Natal
Tel: (036) 6331-0380

Mopani South East College

Limpopo
Tel: (015) 781-5725
www.mopanicollege.edu.za

Motheo College

Free State
Tel: (051) 409-3300
www.motheoFET.co.za

Mthashana College

KwaZulu-Natal
Tel: (034) 980-1010/15
www.mthashanafet.co.za

Nkangala College

Mpumalanga
Tel: (013) 699-0302
www.nkangalafet.edu.za

Northern Cape Rural TVET

Northern Cape
Tel: (054) 332 4711/2
www.ncrfet.edu.za

Northern Cape Urban College

Northern Cape
Tel: (053) 839-2060
www.ncutvet.edu.za

Northlink College

Western Cape
Tel: (086) 00 65465
www.northlink.co.za

Orbit College

North West
Tel: (014) 597-5500
www.orbitcollege.co.za

Port Elizabeth College

Eastern Cape
Tel: (041) 509-6300
www.pecollege.edu.za

Sedibeng Public TVET

Gauteng
Tel: (016) 422-6645
www.sedcol.co.za

Sekhukhune

Limpopo
Tel: (013) 269 0278
www.sekhukhunetvet.edu.za

South Cape College

Western Cape
Tel: (044) 884-0359
www.sccol.co.za

South West Gauteng College

Gauteng
Tel: (011) 527-8300
www.swgc.co.za

Taletso

North West
Tel: (018) 363-2346
https://taletso.edu.za/contact

Thekwini TVET

KwaZulu-Natal
Tel: (031) 250-8400
www.thekwinicollege.co.za

Tshwane North College

Gauteng
Tel: (012) 401-1600
www.tnc4FET.co.za

Tshwane South College

Gauteng
Tel: (012) 401 5000
www.tsc.edu.za

Umfolozzi TVET

KwaZulu-Natal
Tel: (035) 902-9501
www.umfolozicollege.co.za

Umgungundlovu TVET

KwaZulu-Natal
Tel: 0860 105 790
www.utvet.co.za

Vhembe TVET

Limpopo Province
Tel: (015) 970-4166
www.vhembecollege.edu.za

Vuselela TVET

North West
Tel: (018) 406-7800
www.vuselelacollege.co.za

Western TVET

Gauteng
Tel: (011) 953-1140
www.westcol.co.za

Waterberg TVET

Limpopo
Tel: (015) 491-8581/8602
Fax: (015) 491-8579
www.waterbergcollege.co.za

West Coast College

Western Cape
Tel: (022) 482-1143
www.westcoastcollege.co.za