

I need to link my studies to my career vision

You passed modules this semester/year. It is still some time before you graduate. These questions will help you to reflect on your study progress, and the skills you are developing.

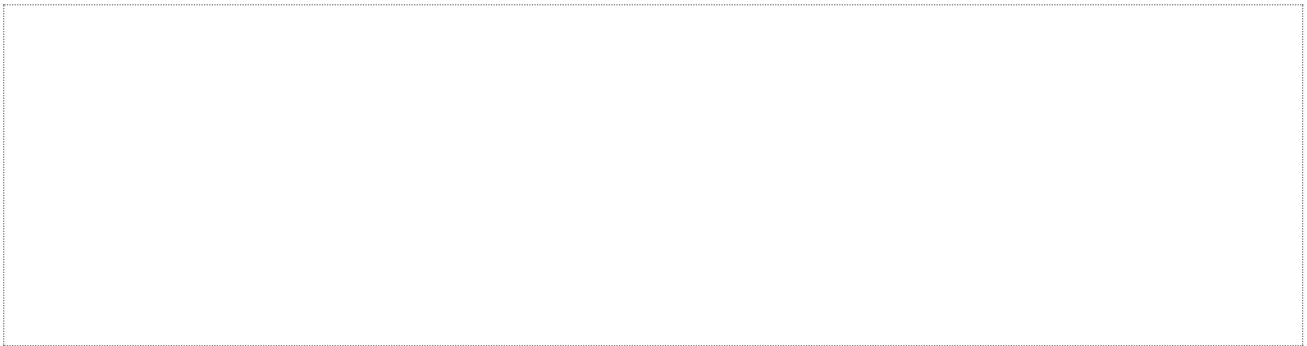
What is your career vision? What were you hoping for when you registered for this qualification?

I passed these modules during my last examination period:

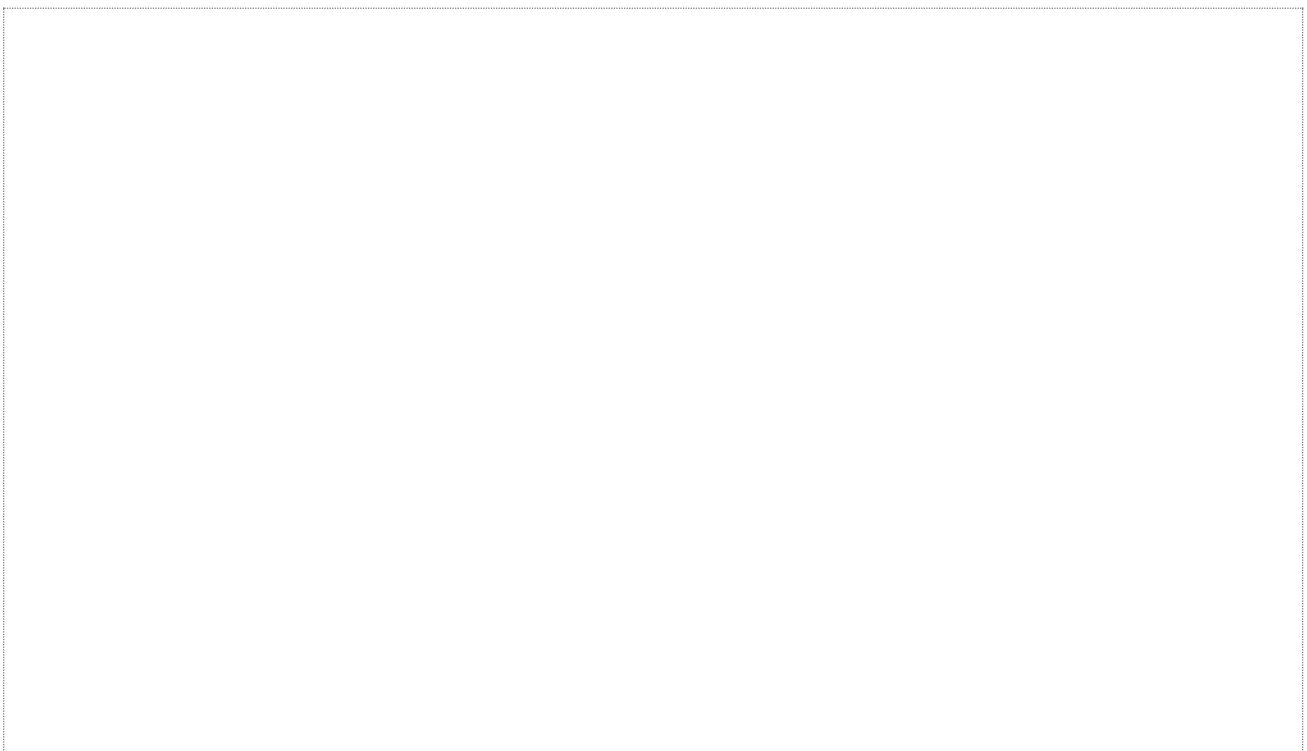
What do each of these modules help you to do? How can you use the skills you gained in these modules to add value to an organisation, or help them solve specific problems?

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Are you on track with your studies and how it relates to your career? Think about whether you need to make any adjustments in terms of your studies to be relevant and to best prepare yourself for opportunities.



What do you need to do differently to get even more out of your modules next semester?



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Examples of transferable skills

COMMUNICATION

- read and understand information in different formats (words, graphs, diagrams)
- clear writing skills
- speaking so that others understand
- presentation skills
- share information through different media (e-mail, fax, letter, voice)
- online communication skills (use online social platforms to engage with an audience)

INFORMATION MANAGEMENT

- find and gather information using various methods
- organise and synthesise information for others to understand

NUMERICAL SKILLS

- make estimates and check calculations
- decide what needs to be measured and how

PROBLEM-SOLVING

- assess situations and identify problems
- identify the root cause of the problem
- seek different points of view and integrate them
- identify solutions to a problem
- evaluate solutions to make recommendations or decisions
- implement solutions

WORK WITH OTHERS

- flexibility: be open to different ideas and thoughts from different others
- lead or support when appropriate, motivating a group for higher performance
- accept and provide feedback in a constructive and considerate manner
- contribute by sharing information and expertise
- manage and resolve conflict appropriately
- punctuality: not delaying the work of others

PARTICIPATION IN PROJECTS AND TASKS

- plan, design and complete a project from start to finish work to agreed quality standards
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- monitor success of a project or task
- think of ways to improve a project or task

ATTITUDES AND BEHAVIOURS

- feel confident
- deal with people, problems and situations with
- personal integrity, honesty and personal ethics
- recognise your own good efforts
- recognise the good efforts of others
- show interest, initiative and effort

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BE RESPONSIBLE

- set goals and priorities balancing work and personal life
- plan and manage time
- plan and manage money
- manage risk
- be accountable for your actions
- be socially responsible and contribute to your community

LEARN CONTINUOUSLY

- be willing to learn continuously
- assess personal strengths and areas for development
- reflect on your learning
- set your own learning goals
- identify and access learning opportunities
- plan for and achieve your learning goals

BE ADAPTABLE

- work independently
- carry out multiple tasks or projects
- be resourceful
- learn from your mistakes
- accept feedback and adjust accordingly
- cope with uncertainty
- cope with change

What next?

- + Complete this sheet after each examination period to have a record of your skills development during your studies.

Talk to us

- + E-mail: counselling@unisa.ac.za
- + Ask a counsellor: <http://bit.ly/2fN7VBE>