



CAREER GUIDE



CHOOSING A CAREER

Your choice of career will shape your life, so it is important that you take time to consider your options. Many young South Africans have limited access to reliable information on their options for education and training after school, as well as careers and career pathways.

To guide you in making the perfect choice of study, there are certain steps that you may want to follow to find out what type of careers suits you best.



Step 1: Self-assessment

Take time to understand what you are all about. What are you good at? What do you enjoy doing? What would give you career satisfaction? What type of person are you? What subjects have you studied at school?



Step 2: Understanding the world of work

Gather as much information as possible about options available to you.

- Understand what qualifications options are available to you (for example degree, diploma, certificate or learnership).
- Utilise every possible source available to you to research careers that you are interested in. Contact educational institutions. Speak to your life orientation teachers at school. Attend career expos.
- Find out where you can study what interest you. University of Technology, Technical Vocational Education and Training (TVET) College and a private training provider.
- Get as much information as possible on important issues such as admission requirements, deadlines for application, fees, bursary schemes or loans available and duration of study.



QUALIFICATIONS

Whatever your choice of education is or will be, always make sure that the service provider, university, college or private educational provider is accredited, and offers recognised training (you can verify with the Department of Higher Education and Training).



Recognised qualifications available in South Africa:

- **Degrees:** three or four years of higher education offered by universities. These are referred to as undergraduate degrees and may be followed by postgraduate qualifications such as Honours, Masters or PhD of which the duration is a minimum of one year each.
- **National Diploma:** A three year qualification, offered by Universities of Technology that offers both theoretical and practical training. After obtaining a National Diploma, learners may enrol for BTech degree.
- **Diploma:** Qualification offered by an accredited provider at higher education level, including both theoretical and practical aspects. The duration of the courses may vary.
- **Certificate:** One year or less at Further or Higher Education level offered by an accredited provider which includes both practical and skill orientated training.



LEARNING INTERVENTIONS

SASSETA learning programmes

There are a number of different ways that those who want to enter the Safety and Security Sector can get the skills they need. The following are different learning programmes offered by SASSETA.

LEARNERSHIPS

Learnerships are structured training programmes that combine theoretical learning provided by an accredited training institution with practical work experience gained with



an employer. This learning experience is designed to enable learners to achieve a national qualification. The awarding of the qualification is both theoretically and practically based.

A learnership is not a qualification, but a learning route towards achieving a nationally-recognised qualification. The idea is that people learn the details of an occupation by practicing all its aspects under the guidance of an experienced and qualified person (normally referred to as a mentor) and are designed to promote the transfer of learning to the workplace.

Learnerships are based on legally binding agreements between the employer, the learner, and the training provider. The agreement is intended to spell out the tasks and duties of each party to the learnership agreement and what happens in case of disputes.

Anyone can apply for a learnership. Learnerships are available for both employed and unemployed learners and are not restricted to any occupation or age group. There is no fee charged for a person to be on a learnership. The employer must pay a learner allowance to unemployed learners selected for a learnership. Employed learners who already have a salary do not qualify for a learner's allowance. The duration of a learnership takes a minimum of one year.

If you are unemployed when the learnership begins, there is no guarantee of a job on successful completion of the learnership. The employer who offers you workplace learning is not obliged to offer you a job. But with a qualification and a minimum one year workplace experience, you will be in a better position to get a job than before.



BURSARIES

A bursary is financial assistance to study towards a registered and/or recognised qualification with a registered and accredited institution. The purpose of the SASSETA bursary is to assist students in greatest need, to continue to study and to relieve the financial pressure for them. Students who have registered with the public institution in a field of study which is regarded as a scarce skill in the Safety and Security Seta qualify to apply for SASSETA bursary.



INTERNSHIPS

Internships are programmes designed to give university graduates an opportunity to extend their academic qualifications with structured workplace exposure and specialised training. Candidates are placed in stakeholder companies and government organisations



on a full-time basis for eight to 12 months. The purpose is to provide the learner with workplace experience that builds on the qualification. Internships are ideal for graduates or for those with tertiary qualifications who lack practical experience.



SKILLS PROGRAMMES

Skills programmes are shorter learning programmes that are a stepping stone to a full qualification. They are job-focused training interventions and are often introduced in response to a skills need in a particular industry where an urgent job is required but employees do not have the skills to do it. Skills programmes are important as they are building blocks towards a full qualification – all credits gained make up the building blocks for a full qualification.



APPRENTICESHIPS

An apprenticeship is a technical training system that includes practical and theoretical training. Apprenticeships are offered in particular trades such as diesel mechanics, bricklaying and electricians. After passing a trade test, the learner or employee is recognised as an artisan. Apprenticeships are different from Learnerships in that they are job-oriented rather than career-oriented and relate to a specific trade.



RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) refers to the assessment of the skills, knowledge and capability held by a person, regardless of how, when and where the learning occurred. The assessment is done outside of a formal learning programme, and may draw on experiential and other forms of evidence.

RPL allows a person to obtain a qualification, based on an assessment of the person's past training and work experience, whether obtained formally or informally. Any person who believes that they already have extensive experience in a particular occupation can



follow the RPL path. In this instance, you would identify the qualification that best suits your experience, then you would be assessed by an accredited education and training provider according to the requirements of the qualification. This will identify where there are gaps in your experience, which you can address through credit-bearing skills programmes to acquire the qualification.



WHAT IS WORK INTEGRATED LEARNING (WIL)?

WIL refers to a departure point of applied learning that focuses on work experience (i.e. acquiring work-related skills) under supervision and / or mentorship of the workplace. It is a learning programme that focuses on the application of theory in an authentic, work-based context.

Aims of WIL

- To expose students to the real work of the workplace while still studying.
- To assist students to gain general work experience in a professional work environment.
- To help students develop a range of valuable generic skills.
- To make the transition from student to employee easier.

SASSETA REGISTERED LEARNERSHIPS AND QUALIFICATIONS

Occupation Qualification Title	SAQA ID	NQF LEVEL
Occupational Certificate: Prison Officer (Correctional Official)	98928	5
Occupational Certificate: Parole Board Member (Offender Placement and Release Practitioner)	98051	6
Occupational Certificate: Traffic Officer	97639	6
Occupational Certificate: Non-Commissioned Police Official	105027	6
Occupational Certificate: Commissioned Police Officer	119424	6
Occupational Certificate: Security Officer	110866	3





Occupation Qualification Title	SAQA ID	NQF LEVEL
Occupational Certificate: Locksmith	116130	4
Occupational Certificate: Paralegal	117325	5
Occupational Certificate: Military Police Official	110351	6
Occupational Certificate: Detective	118211	6
Occupational Certificate: Close Protector	118746	5
Occupational Certificate: Security First Line Manager	118687	4
Occupational Certificate: Road Traffic Safety Officer	101875	4
Occupational Certificate: Correctional Services Manager	119282	6
PART QUALIFICATIONS		
Occupational Certificate: Access Control Officer	110903	3
Occupational Certificate: Asset Protection Officer	110904	3
Occupational Certificate: Patrol Officer	110867	3



SCARCE AND CRITICAL SKILLS IN THE SAFETY AND SECURITY SECTOR

Scarce skills is when there are not enough skilled people to do particular jobs within an industry.

Critical Skills refers to particular capabilities needed within an occupation, for example, forensic science (Police Officer – negotiation skills).





SCARCE AND CRITICAL SKILLS LIST FOR THE SAFETY AND SECURITY SECTOR

	Occupation	Definition
PROFESSIONAL		
Civil Engineer	Ndip: Civil Engineering	Design, construct, supervise, operate, and maintain large construction projects and systems, including roads, buildings, airports, tunnels, dams, bridges, and systems for water supply and sewage treatment.
Criminologist	Degree: Analyst Criminal	A criminologist studies crime and law. It is a sociologist or social scientist who specializes in criminology studies social behaviors.
Interpreter	Court Interpreter	Interpretation involves translating oral speech into another language, and court interpreters work within the judicial system.
TECHNICAL AND ASSOCIATE PROFESSIONAL		
Air Space Controller	Air Traffic Service Operator	Air Space Control Operators operate the radar, man the operations room and make meteorological observations
Internal Auditor		Internal Auditor is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations



SCARCE AND CRITICAL SKILLS LIST FOR THE SAFETY AND SECURITY SECTOR

Minimum subjects entry requirement	Institution
<ul style="list-style-type: none"> A minimum mark of 50% or more is required in both Mathematics and Physical Science. Every applicant must write an access assessment test. 	Nelson Mandela Metropolitan University
<ul style="list-style-type: none"> Be a high-school graduate Hold a bachelor's degree from an accredited college or university. Pass a thorough background check 	University of South Africa (UNISA)
<ul style="list-style-type: none"> Good language skills in English (spoken and written) Good language proficiency (spoken) in at least one other language from the following list of languages: Any of the official South African languages, South African Sign Language, French, Portuguese, Spanish, Italian, German, Mandarin, Arabic, Shona or Swahili. Other foreign African languages on request A National Senior Certificate (Grade 12) or equivalent Basic computer literacy (Word, internet, YouTube and email) 	Short Learning Programme at Unisa and Wits Language School and is SASSETA accredited.
<p>Must be a South African citizen. Age: Not younger than 18 and not yet 22 when starting Basic Military Training. Classified medically fit for duty by the Institute for Aviation Medicine. Completed Grade 12 with English as a passed subject. Mathematics (NSC level 4) and Geography essential.</p>	18 months training at Air Space Control School at AFB Waterkloof, including Basic Military Training at Air Force Gymnasium.
<p>Crime analysts gather, compile, and interpret data from crime reports to determine trends in a particular geographic area. The crime analyst helps law enforcement agencies and detectives focus on areas of concern, growing problems, and areas in a particular jurisdiction where crime prevention techniques appear to be ineffective.</p>	University of South Africa (UNISA)



SCARCE AND CRITICAL SKILLS LIST FOR THE SAFETY AND SECURITY SECTOR

	Occupation	Definition
SERVICES AND SALES		
Traffic Officer	Skills Programme - Law Enforcement and Traffic Coordinator	Traffic officers enforce the road rules and signs. ensure a safe passage in traffic and that all road users - including pedestrians - use our roads in an orderly and safe manner. The main purpose of traffic officers is to ensure the safe and free flow of traffic to prevent road crashes and deaths on our roads.
Security Officer	Retail	A security officer secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms.
SKILLED AGRICULTURAL, FORESTRY, FISHERY, CRAFT AND RELATED TRADES WORKERS		
Electrician	Electrical Fitter	Electrician plans, installs, and maintains wiring from private homes to power stations
Locksmith	Safe Maker	Locksmith is a professional who works with locks on doors, windows, safes, etc. install, repair, and adjust locks in everything from cars to office buildings, and they also offer services to people who are locked out or individuals who want to consult with someone about their security systems
Diesel Mechanic	Diesel Electrical Fitter	Diesel mechanics diagnose and repair the mechanical and electrical faults of diesel vehicles and machinery. Diesel mechanics diagnose engine trouble, dismantle the engine when necessary, and replace or repair defective parts. They reassemble the engine and repair mechanical and electrical faults in construction machinery.
Bricklayer	Bricklayer and Plasterer	Bricklayers build and maintain a range of structure including internal and external walls on buildings etc. They also deal with the repair and refurbishment of existing brickwork



SCARCE AND CRITICAL SKILLS LIST FOR THE SAFETY AND SECURITY SECTOR

Minimum subjects entry requirement	Institution
South African citizenship; Grade 12 or equivalent; No criminal record; Code B driving Licence (manual transmission); Medical certificate - that a person may do strenuous exercises; and Applicants shall not be older than 35 years of age.	Metro Police Dept Academy: JHB; Durban, Tshwane, Traffic Training Colleges: Boekenhoutkloof Limpopo, KZN, Mangaung; Gene Louw
You don't need academic qualifications to start work as a security officer but a good standard of general education will be helpful. You will need a Security Industry Authority licence for most jobs.	Accredited Service Providers (Fidelity Security Services)
You need to pass Mathematica, Physical Science and a Language. To go to University you need to pass 4 subjects reasonably well and these must include Mathematics, Geometry, Science and a language.	Registered FET College for further studies: University of Technology.
You must have a Grade 11, there are no specific subjects and be 18 years of age.	School of Advanced LockSmith (SASSETA Accredited)
Diesel mechanics should: be at least 16 years old enjoy working with their hands, have mechanical aptitude and ability, be able to communicate with people, practical and responsible, have good oversight hearing, good eye-hand coordination, possess physical strength and good health and stamina. School Subject Grade 10 Certificate	SETA Registered FET Colleges
Maths and English, be able to read plans	SETA Registered FET Colleges

SASSETA Vision



To be the leader in skills development for the safety and security sector in the SADC region.

SASSETA Vision



Transforming and professionalizing the safety and security by providing qualifications and quality skills through effective and efficient partnerships

CONTACT DETAILS

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