



**DAYDREAM
INSTITUTE**
OF TRAINING AND
SKILLS DEVELOPMENT

Career Guidance and Student Support Plan



Handbook



DAYDREAM INSTITUTE OF TRAINING AND SKILLS DEVELOPMENT

CARRER GUIDANCE AND STUDENT SUPPORT PLAN

HANDBOOK

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CONFIDENTIALITY OF STAKEHOLDERS INFORMATION

Stakeholders Information (students, employer and programme coordinator) shall at all times be treated as confidential. No information will be provided to third parties, unless so authorized by the stakeholder or by an agreement signed by the stakeholder with the Institute. Progress reports will be provided to all the stakeholders.



ABOUT THE AUTHOR

Kalenga Paulus is a Rector and Senior Lecturer of the DayDream Institute of Training and Skills Development, holds a Bachelor Degree in Human Resources Management from the Namibia University of Science and Technology (NUST). He has been involved in a range of student career guidance and leaning projects across various in education, Human Resources, Labour and industry relations and personnel management. For the past five (5) years he has lead the youth Job Hunting and Career guidance programmes countrywide through organised workshops, seminars and conferences.

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1. INTRODUCTION

DayDream Institute of Training and Skills Development in partnership with the DayDream Consultants, Employment Solutions Unit strives to equip all students with the preparation needed to enter the work force and remain gainfully employed. We plan to bring a wide array of career offerings to Tech so students learn about careers available to them, while being exposed to many industries. We will offer students the opportunity to gain first-hand information from community stakeholders so they make informed decisions. Career Guidance Program is a “new direction” where students can access expanded career opportunities during school hours. students are welcome to participate in job shadows, internships, career workshops, and outside work experience (OWE)

2. CAREER GUIDANCE PROGRAMME: MISSION STATEMENT

We aim to empower youth to succeed after their studies through the Institute and career exploration.



3. CAREER GUIDANCE PROGRAMMES AND SERVICES

The Career Guidance offered at DayDream Institute of Training and Skills Development provides career information, resources, and guidance in an effort to help students identify their interests and connect them to career that fit their needs. Career Guidance resources are available to all students, parents and lecturers and anyone else interested in career opportunities available for Tertiary students.

3.1 Job Posting

Students can pick-up openings information. Job Openings located on SRC Notice board or on Public Notice Board on the campus.

3.2 Career Presentations

A variety of career speakers share their stories and cover topics, such as job description, requirements, education, soft-skills, and salary

3.3 Workshops – Job Hunting Skills

Where students have access to computers, staff, and other resources to work on writing a resume and practice their interviewing skills.

3.4 Career fair

Career fair is a yearly event organised by all universities, colleges and vocational centre come together to present the courses and different career paths to the student. This will help the students choose the right career path.

3.5 Mock interview

A mock interview is an interview process provided with aim of preparing our student for interviews in the future. The students are presented with challenging question that are more likely to appear in an official interview. During this interview student get practical experiences to overcome their fear and be more comfortable during interviews. The mock interviews will be done at the end of every student course. The Dean of Student Service and the Dean of Academic is responsible for this tasks. The mock interview will be conducted by the DayDream Employment Agency.

3.6 Job placement

Provides students with career guidance counselling and place them through the DayDream Employment Solutions. Additional, facilitating workshops in CV writing, Job Hunting Skills, Career Guidance Programme and Professional CV for Students.

3.7 Industrial Attachment

Through the office of the Industry Relations and Cooperative Education Officer and in conjunction with the DayDream Consultant and industry stakeholders, we assist student in securing internship in various companies for the purpose of getting practical field experience. This will provide them with the opportunity to apply and develop their

knowledge of theoretical aspects in a practical environment and to develop interpersonal and communication skills.

3.8 Industry Job Shadowing

As part of the learning and training process, the Industry Relations and Cooperative Education Officer require and assist students to JOB SHADOW for five (5) working days in any company to observe (watch) and speak to someone who does the job, have a learning experience that take place at a worksite or place of business as, it is to their benefit to get field practical exposure. This will provide them with the opportunity to see how the employees perform his/her duties.

3.9 Job fair

The job fair is one of the Namibian Largest Job and Training fair organised by the DayDream Consultants and Namibia Student Association of Excellence. This is the most important gathering of the year in the recruitment world Namibia, the job fair promotes the hiring and Career Development of all individuals in a conducive dynamic and unique environment.

3.10 Business fair

The Business fair is one of the Namibian Largest Business and Entrepreneurship fair organized by the Day Dream Consultant and Namibia Students Association of Excellence. This is the most important gathering of the year in the business sector of Namibia, which brings successful business people who come and meet with the young and start-up entrepreneurs in order to coach them and help them grow professionally and successfully.



Workshops

4. STUDENT CAREER DEVELOPMENT WORKSHOPS

4.1 Job Hunting Skills Development Workshop

The job hunting skill workshop is aimed to enhance youth job search skills, empower and guide the youth with the necessary skills to succeed in their careers and life. First it will help the student and youth to understand job selection procedures and ultimately get the job they want. The programme will be conducted at least three times a year depending on the demand. Student and the youth in general are all invited to attend this workshop as well as the general public.

4.2 CV Writing

The DayDream Employment Solutions will offer a training programme on CV writing and Professional writing to both the student and the society at large. This will include updating of References, Cover letter writing and arranging of documentation.

5. STEPS IN CAREER GUIDANCE

Students are encouraged to follow the steps to get assistance.

- Complete the Career Guidance Registration Form
- Take an Interest Profile Assessment
- Get involved in our Career Guidance activities above.

6. CAREER GUIDANCE ACTION PLAN

CAREER GUIDANCE ACTION PLAN					
Objective	Program/ Project	Activities	Source of Funds	Involved persons	Output
To provide students with knowledge of different courses and career paths to enable students to make informed decision about their career paths.	Career Fair	<ul style="list-style-type: none"> • Different courses offered at DayDream Institute. • Career paths that the prospective students can follow. • Giving out posters and flayers with information about the Institute and the courses offered. 	Fundraising activities organised by the Institute SRC Committee.	All students and Leainers from all schools across Namibia and abroad. Staff Members of DayDream Institute. Any other persons from the public who might need the information being shared.	Narrative on the Institute implementation of the Career fair and the Outcome of the program.
To provide students with the skills and knowledge of undertaking interviews in the future. To prepare students for future interview.	Mock interview	<ul style="list-style-type: none"> • Questions that are likely to come in an interview. • Presentation on how to answer in an interview. • Tricks on how to beat interview anxiety. • How to prepare for an interview both physically and mentally. 	None	<ol style="list-style-type: none"> 1. All staffs of DayDream Institute. 2. All staffs of DayDream Institute. 3. Other invited guests. 	Narratives from the programme containing what was discussed and implemented.
To assist student to get jobs in their field of study.	Job placement	<ul style="list-style-type: none"> • CV writing • Job hunting skills • Placement through DayDream Consultants in different companies for Internship programmes. 	None	<ol style="list-style-type: none"> 1. All students of DayDream Institute. 2. All staff members of the Institute. 3. Other invited guests. 	Students will be placed in different industrial sectors according to their field of study and position available.

<p>To assist student to get experience through internship programmes. This will allow students to get jobs faster when they complete their studies.</p>	<p>Industrial Attachment</p>	<ul style="list-style-type: none"> • Internship program • Get practical skills • Get experience 	<p>None</p>	<ol style="list-style-type: none"> 1. All students of DayDream Institute. 2. Office of the Industry Relations and Cooperative Education Officer 3. DayDream Consultants. 4. Industrial Stakeholders. 	<p>Testimonials will be provided to students for internship programmes.</p> <p>The testimonial will indicate the experienced gained, the tasks performed and the length of the internship.</p>
<p>To provide students with a learning experience that take place at a work site or place of business. This will guide student on which career path they want to follow and which job they find interesting and amusing.</p>	<p>Industry Job Shadowing</p>	<ul style="list-style-type: none"> • Observing someone who doing a particular job • Asking questions concerning that particular job • Taking note of the responsibilities and tasks that a person in that position does • Understanding the job at hand 	<p>None</p>	<ol style="list-style-type: none"> 1. All DayDream students 2. Office of the Industry Relations and Cooperative Education Officer 3. DayDream Consultants. 4. Industrial Stakeholders. 	<p>Students will be equipped with the knowledge of what certain careers include and will therefore be able to choose the right career path.</p>
<p>To promote the hiring and career development of all our student and other individual that will be attending.</p>	<p>Job fair</p>	<ul style="list-style-type: none"> • Career development programmes • Provide training in different sector • Explore hiring agencies and their terms • Training on how to apply for a vacant position by email, post and hand delivery. 	<p>None</p>	<ol style="list-style-type: none"> 1. All students of DayDream Institute 2. DayDream Consultants 3. Namibia Student Association of Excellence. 	<p>Students will understand the hiring process and what is expected of every person applying for a vacant post.</p>

To coach our students and other start up entrepreneurs to help them grow professionally and successfully.	Business fair	<ul style="list-style-type: none"> • Coaching from different business people • How to start and keep a business operating • Mentorship from different business people 	None	<ol style="list-style-type: none"> 1. All DayDream Institute Students 2. DayDream Consultants 3. Namibia Student Association of Excellent 4. All Namibian large business and start up entrepreneurs 	Students and all individual who attend the program will be equipped with knowledge of how to become a successful entrepreneur. How to start and keep a business alive. Connect with other business people and share ideas and suppliers.
To enhance the student and other individual job search skills and secure their dream jobs.	Job hunting skills and development workshop	<ul style="list-style-type: none"> • Professional CV writing • How to answer questions with confidence in the interview. • How to prepare for an interview. • Updating you CV and writing cover letters. • Writing a professional email 	A fee will be paid by the students and individuals attending this workshop.	<ol style="list-style-type: none"> 1. All student of DayDream Institute. 2. DayDream Institute staff members. 3. The general public 4. Invited guests 	All individual who attend the workshop will gain job hunting skills. Notes will be kept on this workshop for further references.
To provide students with professional writing skills.	CV writing	<ul style="list-style-type: none"> • How to write a CV • How to edit a CV • Updating CV • Updating references • Writing cover letters 	None	<ol style="list-style-type: none"> 1. All DayDream students 2. DayDream staff members 3. The society at large 4. Invited guests 	All individual who will attend will be provided with the opportunity for their CV's to be edited by DayDream Consultants.



Interest Assessment

7. INTEREST ASSESSMENT: GETTING TO KNOW YOURSELF

DAYDREAM INSTITUTE Interest Profile Assessment will provide you with indicators of who you are in relation to work. Assessing your values, interests and skills will help you find a career that fits you! Other resources:

- Counselors
- Teachers
- Family and
- Friends

Values, interests and skills may change along life stages.

Values:

What is important to you Ex: creativity, flexibility, salary, working outdoors/indoors, helping others, competition, achievement, individual/group activities or projects, ethics

Interests:

What you enjoy doing Ex: computers, art, entertainment, a favorite subject (i.e. English or Biology), building models, design, sports

Skills:

Activities you do well Ex: writing, teaching, problem solving, public speaking, persuading, building, organizing, analyzing, leadership

List your top 3 interests

Interest: _____
Interest: _____
Interest: _____

List your top 3 career choices

Career: _____	Education Level: _____	Salary: _____
Career: _____	Education Level: _____	Salary: _____
Career: _____	Education Level: _____	Salary: _____

8. WHO ARE YOU? ASSESSING YOUR VOCATIONAL PERSONALITY TYPE

John Holland, Ph.D., psychologist, designed vocational assessments to help people make career choices based on personality types. According to the Committee on Scientific Awards, Holland’s “research shows that personalities seek out and flourish in career environments they fit.” Holland’s career model offers six vocational personality types:

- **Realistic (R)**
These are individuals that enjoy activities that are hands-on or manual activities. They may enjoy working with things rather than people. They may prefer working outdoors. These are people that learn best by doing, as opposed to spending time in a classroom. Typical careers include: Electrician, engineer, veterinarian and the military.

- **Investigative (I)**
These are individuals that are analytical, observant, intellectual, and enjoy research. They enjoy a challenge and may appreciate a less restrictive environment. They may be more introspective and enjoy problem solving. Typical careers include: chemist, biologist, scientist, medical technologist, and system analyst.

- **Artistic (A)**
These are individuals that enjoy creative activities. They enjoy activities such as music, arts, writing plays, composing songs, painting, or acting. They like to express themselves through artistic channels. They prefer working in an environment that foster and encourage imagination and originality. Typical careers include: musician, writer, designer, and decorators.

- **Social (S)**
These are individuals that are humanistic, responsible, and show a high-level of concern about the welfare of others. They enjoy helping, teaching, healing, counseling, and group activities. They like working with others and communicate in a thoughtful and caring manner. Typical careers include: teacher, counselor, and social worker.

- **Enterprising (E)**

These are individuals that are energetic, self-confident, ambitious, and sociable. They enjoy leadership roles. They are good at using their interpersonal skills to persuade others. They prefer to working in an environment that utilize their leadership skills. Money and status is a reward most appreciated. Typical careers include: business executive, manager, business owner, and salesperson.

- **Conventional (C)**

These are individuals that are careful, organized, and conscientious. They are comfortable working within the chain of command and prefer well-planned activities. They are skilled at maintaining data, organizing schedules, and working in an office environment. Typical careers include: secretary, accountant, banker, and bookkeeper

What are two or three interest areas you are most attracted to?

First Choice: _____

Second Choice: _____

Third Choice: _____

REALISTIC (Doers)	INVESTIGATIVE (Thinkers)	ARTISTIC (Creators)	SOCIAL (Helpers)	ENTERPRISING (Persuaders)	CONVENTIONAL (Organizers)
Aerospace	Biotech	Art Therapist	Athletic Trainer	Barber, Hairstylist	Bank Teller
Aircraft Mechanic	Computer Programmer	Counseling	Counselor	CEO	Actuary
Auto Body Repair	Dentist	Art Therapist	Dental Hygienist	Desktop Publishing	Bookkeeper
Biochemistry	Engineer	Language Teacher	Nurse	Entrepreneur	Business Economics
Carpenter	Professor	Music teacher	Parole Officer	Insurance	Business/MBA
Computer Operator	Medicine	Psychologist	Public Health	Journalism	Computer Office Careers
Dentist	Lawyer	Psychologist	Social Worker	Secretary	Human Resources
Electrician	Environmental Science	Religion/Clergy	Teacher	Real Estate	Mathematics
Engineer – Design & Development	Economics	Journalist	Physical Therapist	Politics	Payroll



Career Planning

9. CAREER PLANNING

Start planning now!

9.1 Check-out academic programs leading to your desired career:

- Health Careers
- Computing
- Biotechnology
- Engineering

9.2 Join extracurricular activities to explore your interests (partial list):

- Sports (baseball, football, swimming, track & field, soccer, basketball, wrestling, etc.).
- Robotics Club – join others interested in robotic design.
- The Scribe – student journalists who help to publish student newspaper.
- Tech Techies – work backstage on various productions.
- We-Make-Beats- learn how to work on professional audio equipment.
- Techbridge – get together with girls who enjoy technical projects related to science & engineering.
- Key Club – where students get together to provide service to school and community.

9.3 Figure out what you want to do:

- Take a career assessment.
- Talk to your Lecturers, counselor, and other adults about your interests.
- Visit Career Guidance Office and talk about your aspirations.
- Volunteer service programs
- Community service work.

10. PROGRAMMES AND EXPLORING CARRER OPTIONS

DAYDREAM INSTITUTE programmes are designed to be responsive to the needs of industry and national development priorities and are offered in the areas which include, but are not limited to, Management and Business studies, Education, Training and Development, Health and Medical Science. The Institute provides tutorial/lecturer classes to students at Certificate and Diploma level on Full time, Part time, Distance learning and online learning.

Explore your career options with the DAYDREAM INSTITUTE

FIELD OF STUDIES	PROGRAMMES
Management and Business studies	Office Administration
Education, Training and Development	Early Childhood Development; Adult Education and Development;
Law, Safety and Security	Professional Safety and Security
Health and Medical Science	Health Care Assistants (Home-Based care), Pharmacist Assistant, Auxiliary Nursing; Enrolled Nursing, Environmental Science

Identify several potential jobs, then do some research:

- Job description
- Earnings
- Required education, training, skills and experience
- Working conditions

Resources available:

- Network: “who you know”
- Lecturers & counselors
- Family & friends
- Community members & leaders

The top 10 skills and qualities employers in all fields seek are:

▪ Communication skills	Able to communicate clearly (verbal and written)
▪ Honesty/Integrity	Good intentions
▪ Teamwork skills	Able to work well with others
▪ Interpersonal skills	Relating well to others
▪ Motivation skills	Take initiative to get things done
▪ Strong work ethics	Willing to work and get the job done
▪ Analytical skills	Able to break down the pieces before reaching a conclusion
▪ Flexibility	Able to adapt to changing plans and situations
▪ Computer Skills	Ability to use a variety of computer programs
▪ Self-confidence	Belief in yourself and your abilities

11. ACTION PHASE: THINGS TO DO TO GAIN WORK EXPERIENCE

- **Internships**
is an opportunity to work at a firm for a limited period of time and experience how their studies apply to the world of work
- **Informational Interview**
is a meeting (in person or by phone) in which a job seeker gathers information about a particular career, salary, company culture, and workplace
- **Volunteering**
is where a student does voluntary or community service work. No pay
- **Job Shadowing**
is where a student follows an employee at a firm for one or more days to learn about a particular occupation or industry.

12. RESUME AND COVER LETTER WRITING

Why is a resume important?

- Allows you to present your qualifications, skills, and background to an employer.
- Employers use your resume to see if you are a qualified candidate.
- It is an employer's first impression of you.

Resume allows you an efficient way to display:

- Accomplishments: clubs, honor roll, recognition
- Skills: computer, language skills
- Work: paid/unpaid, volunteer services
- Qualifications: education

Resume writing tips:

- Be honest – Oftentimes employers check past references.
- Be clear and concise – Try to make your resume as clear as possible with a goal to direct the reader's eye to key points.
- Don't use slang – Your education level may be in question if you use incorrect grammar or slang.
- Avoid writing in the first person – Begin your statement with action words (coordinate, plan, manage, supervise, etc.) and describe how you performed tasks.
- Use a consistent format – Make sure that you're using the same font throughout your resume,
- Proofread – Read and re-read for errors and inconsistencies in your resume.

What not to include in a resume:

- Availability
- Salary
- Age, race, sex
- Weaknesses

13. JOB APPLICATION TIPS

- **Proofread your application** – have a parent/guardian, counselor, or someone you trust go over your application to make sure that you have completed your application properly and do not have spelling errors.
- **Complete your application in black or blue pen** - practice filling out a job application and keep a copy so you can copy from one that is completed.
- **Work experience** – if you do not have work experience it is ok to list jobs like babysitting, gardening, tutoring or other non-paying jobs.
- **Answer all questions** – make sure that you understand what the question is asking and respond to that question.
- **Use your accomplishments in school to highlight your work ethics** – include your awards, and good attendance to show that you are reliable.
- Check your phone or email regularly so you do not miss a message from an employer. Make sure that your phone message and email address is appropriate for an employer to hear

14. THE INTERVIEW

INTERVIEWING SKILLS ARE IMPORTANT

How to be prepared for the interview!	<ul style="list-style-type: none">▪ Research the company▪ Practice answering questions▪ Come up with 5 questions to ask them
Answering the Question: “Tell me about yourself”	<ul style="list-style-type: none">▪ Prepare a 2-minute response to this question▪ Explain your passion, give examples of your abilities, tell why you are interested in the position, etc.▪ 90% of what you say should relate back to the job and why you would do well at it!
Interviewing: “Preparing Success Stories”	These stories should include: <ul style="list-style-type: none">▪ Demonstrating leadership▪ Working as part of a team▪ Meeting deadlines▪ Solving problems▪ Making effective decisions▪ Handling change/criticism▪ Triumphs and challenges