



# Life Orientation: Life Skills

## NQF 2

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2

Third Edition

Student's Book

# Life Orientation

Life Skills



A Thorne

# Profile your strengths and abilities

## Module 1

2

[\\*see terms and conditions](#)

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# Think about it...



- What is the difference between your **self-confidence** & your **self-image**?
- What is **self-esteem**?
- How can I become more **self-motivated**?



# Unit 1.1

## Benefits of confidence & a positive self-image

# What is **confidence**?

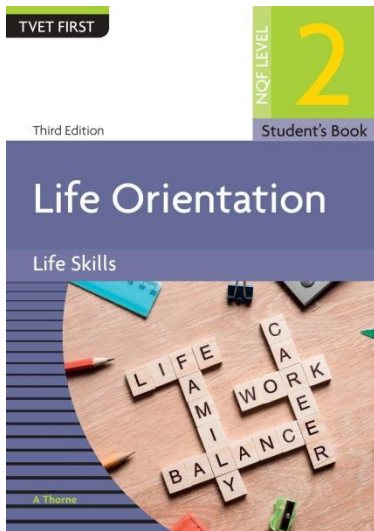
- Feeling **self-assured, optimistic & enthusiastic**.
- Appreciating your **abilities, skills & judgement**.
- Believing in **yourself**.
- Being **willing** to learn **new things**.

# What is self-esteem?

- How you **respect** & **value** yourself.
- **Note:** Your **self-image** is how you view **yourself**.
- Your **self-esteem** & **self-image** can be **strengthened**.



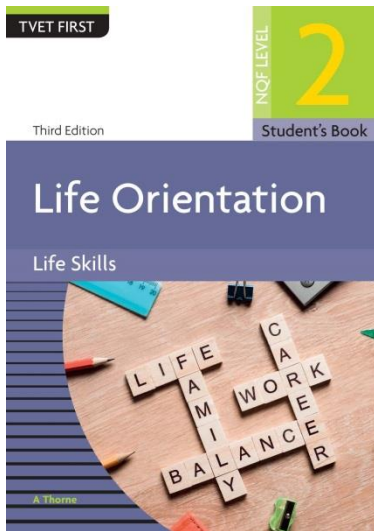
*Figure 1.2: Looking after your appearance may boost your confidence, but don't base your self-worth on your looks*



# Learning activity 1.1

## Module 1

Find out more about your self-image by completing Learning activity 1.1 in your *Student's Book*.



# Learning activity 1.2

## Module 1

Test your knowledge of this section by completing Learning activity 1.2 in your *Student's Book*.



# Unit 1.2

## A personal SWOT analysis

# What is a **SWOT** analysis?

- A **SWOT** analysis evaluates **internal** and **external** environments.
- It **determines**:
  - ❖ strengths
  - ❖ weaknesses
  - ❖ possible opportunities
  - ❖ threats to your success.



Figure 1.4: SWOT analysis

# What are the benefits of a **SWOT** analysis?

*Table 1.2: Benefits of a SWOT analysis*

SWOT components	Description	Benefits
Strengths	Abilities, talents, skills, advantages, character, values, lessons you have learnt in life	If you know your strengths, you can focus on them & make the most of them.
Weaknesses	Limitations, faults, vulnerabilities, failings	If you are aware of your weaknesses, you can manage or reduce them.

# What are the benefits of a **SWOT** analysis?

*Table 1.2: Benefits of a SWOT analysis*

SWOT components	Description	Benefits
Opportunities	Trends, developments, support, good chances	If you recognise and identify favourable opportunities, you can take advantage of these.
Threats	Obstacles, competition, risks, difficulties, dangers	If you are alert to possible threats, you can prepare for them or avoid them.



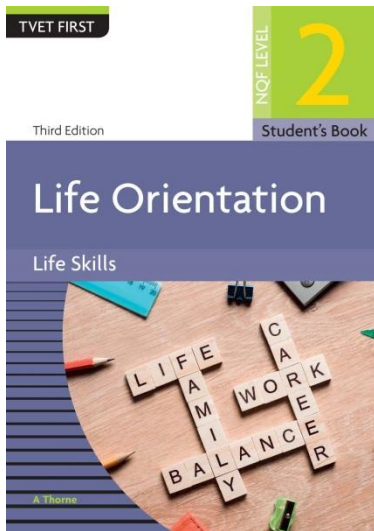
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# Learning activity 1.3

## Module 1

Test your knowledge of this section and your own strengths, weaknesses, opportunities and threats by completing Learning activity 1.3 in your *Student's Book*.

## Unit 1.3

# Factors that detract from your self-esteem

# Remember, **self-esteem** is about:

- Your **self-respect**.
- How you **value** yourself.
- Your **self-confidence**.
- Your **self-image**.





# Factors that *undermine* self-esteem

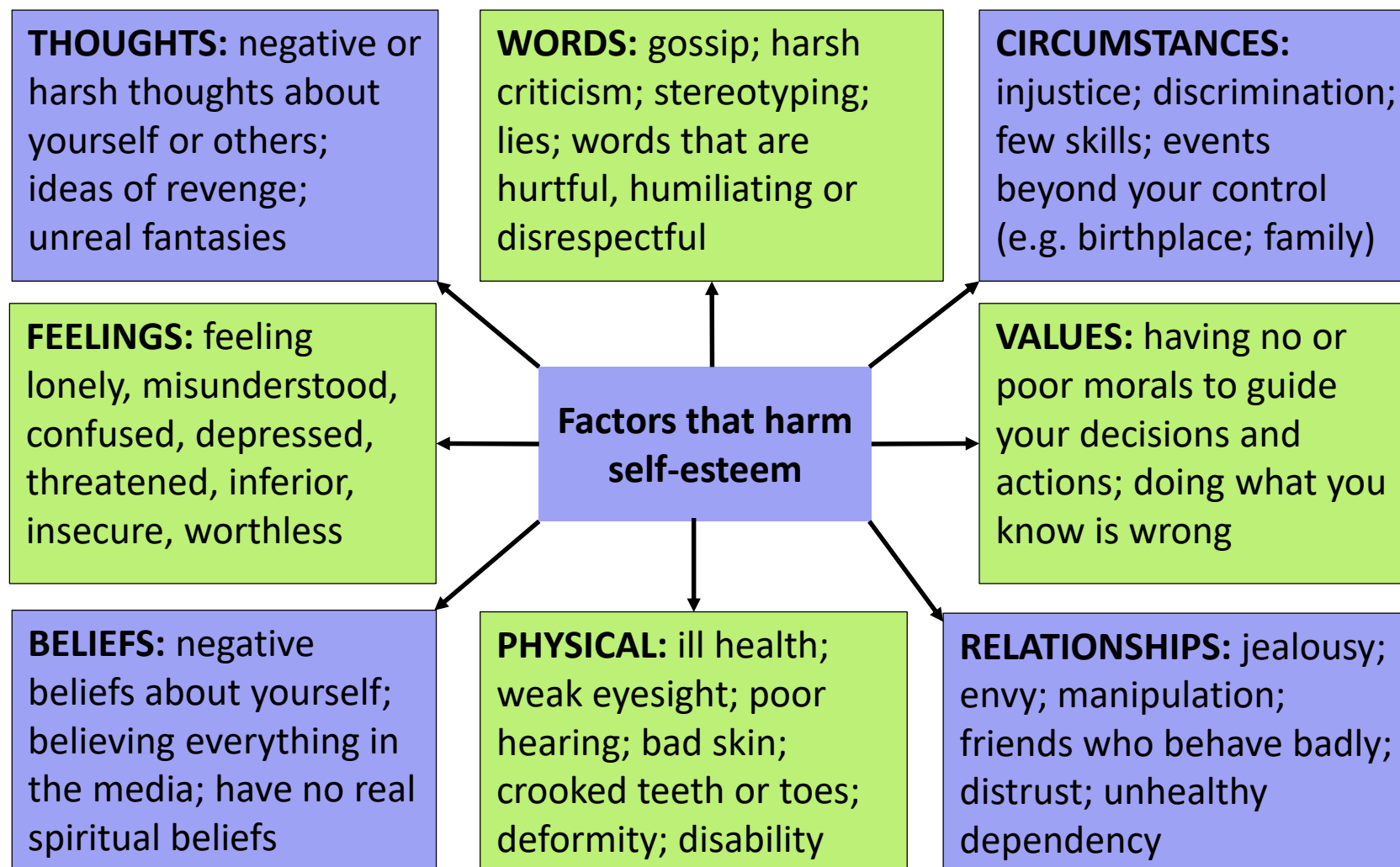
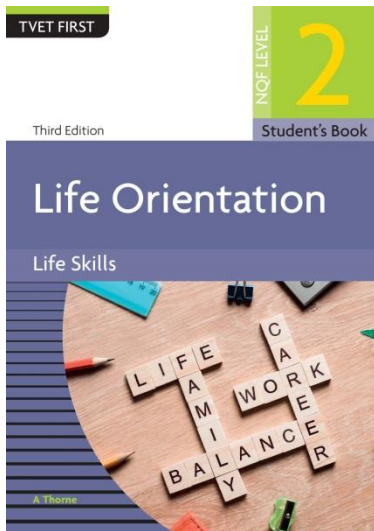


Figure 1.10: A diagram showing factors that negatively affect self-esteem

# Ways to improve your self-esteem:

- Be **assertive**.
- Be **positive**.
- Be **mature**.
- Forgive and **move on**.
- Resist **fear**.
- Get in **motion**.
- Don't go completely **solo**.
- Be **kind** to yourself.





# Learning activity 1.4

## Module 1

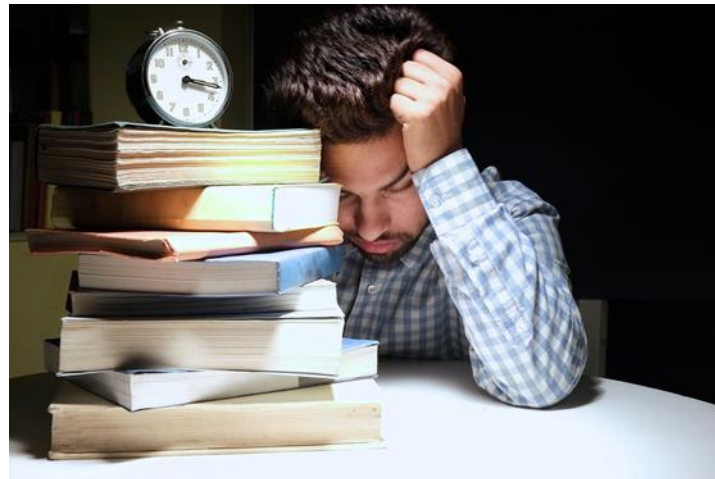
Test your knowledge of this section by completing Learning activity 1.4 in your *Student's Book*.

# Unit 1.4

# Self-motivation

# What is self-motivation?

- Wanting to **perform an activity**.
- Working to **reach your goals**.
- Carrying on with an activity **even when** it is boring or difficult.



# Why is **self-motivation** important?

- Challenges give you **energy**.
- You can stay **committed** to tasks.
- You can **rely** on yourself (and others can rely on you).
- You are **principled**.
- You can make a **success** of goals and challenges.

# Examples of self-motivation



*Figure 1.17: Find goals worth getting up early for*



*Figure 1.19: People with a good self-confidence & self-image are often self-motivated as well*



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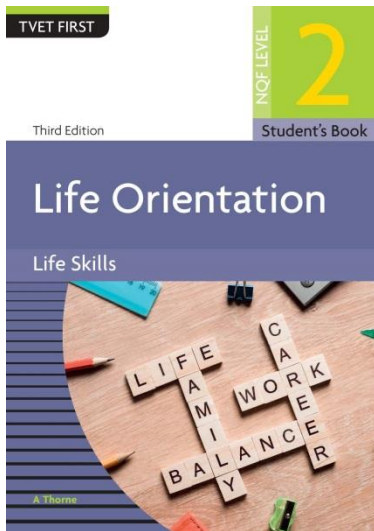


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# Learning activity 1.5

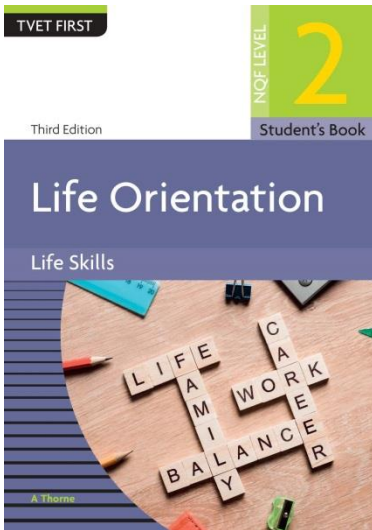
## Module 1

Find out more about your own self-motivation by completing Learning activity 1.5 in your *Student's Book*.

# How can you *stay* self-motivated?

- Think **ahead**.
- Set yourself **targets**.
- Draw up a **timetable**.
- Work **hard**.
- Measure your **progress**.
- Remain **accountable** to someone.
- Reward **yourself**.





# Learning activity 1.6

## Module 1

Test your knowledge of this section by completing Learning activity 1.6 in your *Student's Book*.

# Unit 1.5

# Job opportunities & careers

# What is a **career**?

- The **occupation** a person has for most of their working life.
- People are usually **trained** in that line of work.
- Most people try to **progress** in their **profession**.

# Where can you find **job opportunities**?

Table 1.5A: Sources of job notices 1

What?	Where?	Placed by?	Examples
<b>Classified ads &amp; larger ads</b>	<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Weekly or monthly magazines</li> </ul>	<ul style="list-style-type: none"> <li>• Employers</li> <li>• Large companies</li> <li>• Government departments</li> </ul>	<ul style="list-style-type: none"> <li>• “Employment offered”</li> <li>• “Jobs offered”</li> <li>• “Vacancies”</li> </ul>
		<ul style="list-style-type: none"> <li>• Jobseekers (advertising their services)</li> </ul>	<ul style="list-style-type: none"> <li>• “Employment wanted”</li> <li>• “Jobs wanted”</li> </ul>
<b>Radio or television adverts</b>	<ul style="list-style-type: none"> <li>• Radio</li> <li>• Television</li> </ul>	<ul style="list-style-type: none"> <li>• Media companies</li> <li>• Radio stations</li> <li>• TV stations</li> </ul>	<ul style="list-style-type: none"> <li>• The SABC may advertise if it needs to fill a certain position.</li> </ul>

# Where can you find job opportunities?

Table 1.5A: Sources of job notices 1 (continued)

What?	Where?	Placed by?	Examples
Online adverts	Government department websites	<ul style="list-style-type: none"> <li>Government departments</li> </ul>	<ul style="list-style-type: none"> <li>Tender Bulletin: <i>www.gov.za/tenders</i></li> <li>Department of Labour: <i>www.labour.gov.za/vacancies</i></li> </ul>
	Online publications	<ul style="list-style-type: none"> <li>Government publications with details of vacancies</li> </ul>	<ul style="list-style-type: none"> <li>The <i>Vuk'uzenzele</i> newspaper at: <i>www.vukuzenzele.gov.za</i></li> <li><i>Public Service Vacancy Circular</i> – search online.</li> </ul>

# Where can you find job opportunities?

Table 1.5B: Sources of job notices (2)

What?	Where?	Placed by?	Examples
Online adverts	Employers' websites	Large businesses, organisations & companies	A business may advertise open positions on its website.
	Online job search websites	Several sites maintain listings of available jobs & also allow CVs to be uploaded.	<ul style="list-style-type: none"> <li>• <a href="http://www.careerjunction.co.za">www.careerjunction.co.za</a></li> <li>• <a href="http://www.bestjobs.co.za">www.bestjobs.co.za</a></li> <li>• <a href="http://www.indeed.co.za">www.indeed.co.za</a></li> <li>• <a href="http://www.thejobsportal.co.za">www.thejobsportal.co.za</a></li> </ul>
	Employment or recruitment agencies' websites	<ul style="list-style-type: none"> <li>• Companies looking for a suitable person to fill a vacancy may contact an agency.</li> <li>• Job seekers can leave their CV &amp; details with an agency.</li> </ul>	The agency places adverts, screens applicants & shortlists top candidates. The company conducts interviews with these candidates.
	Professional networking websites	Some networking sites allow users to upload their CV & contact details.	<a href="http://za.linkedin.com">http://za.linkedin.com</a>

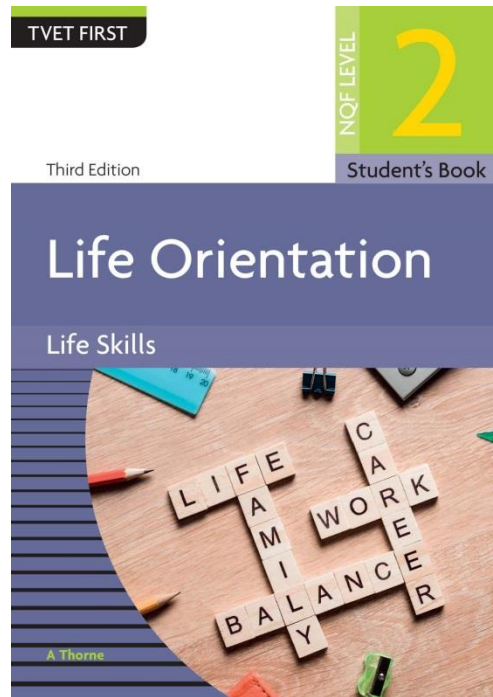


# Where can you find **job opportunities**?

Table 1.5B: Sources of job notices (2 continued)

What?	Where?	Placed by?	Examples
<b>Notices</b>	Noticeboards	<ul style="list-style-type: none"><li>• Employers may put up adverts in public places.</li><li>• Jobseekers can also put up a notice with their contact details.</li></ul>	Noticeboards outside a shop or community centre

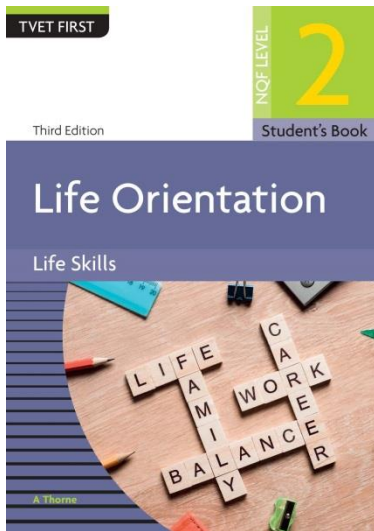
# Analysing a formal job advert



Refer to Case study 1.1 in your *Student's Book* to see an example of a formal job advert.

# Where can you find more information about **careers**?

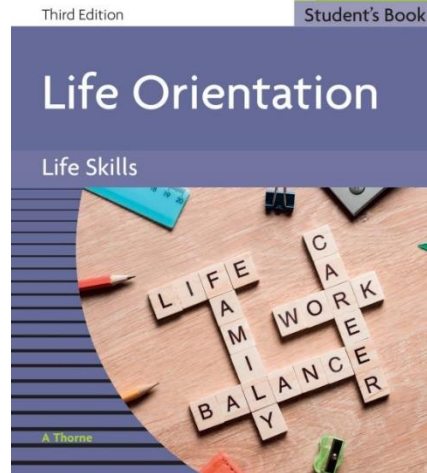
- **Advertisements**  
(e.g. newspapers and noticeboards).
- **Websites** and **other media**.
- **Career practitioners**  
(including counsellors, tools and tests).
- **Human resources** (HR) departments.



# Learning activity 1.7

## Module 1

Test your knowledge of this section – and prepare for your career – by completing Learning activity 1.7 in your *Student's Book*.



# Summative assessment

## Module 1

Test your knowledge of this module by completing the Summative assessment of Module 1 in your *Student's Book*.



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