Information Science @ Unisa

A complete guide to preparing yourself for career opportunities

UNISA | university of south africa

The information in this publication is correct as of 12 May 2020. Visit the Unisa Counselling and Career Development downloads page (http://bit.ly/30ygrlI) to check for updates.

Kindly note that there may be times during the year when the Unisa qualification information is not available. Please check the Unisa qualifications webpage regularly for updates.
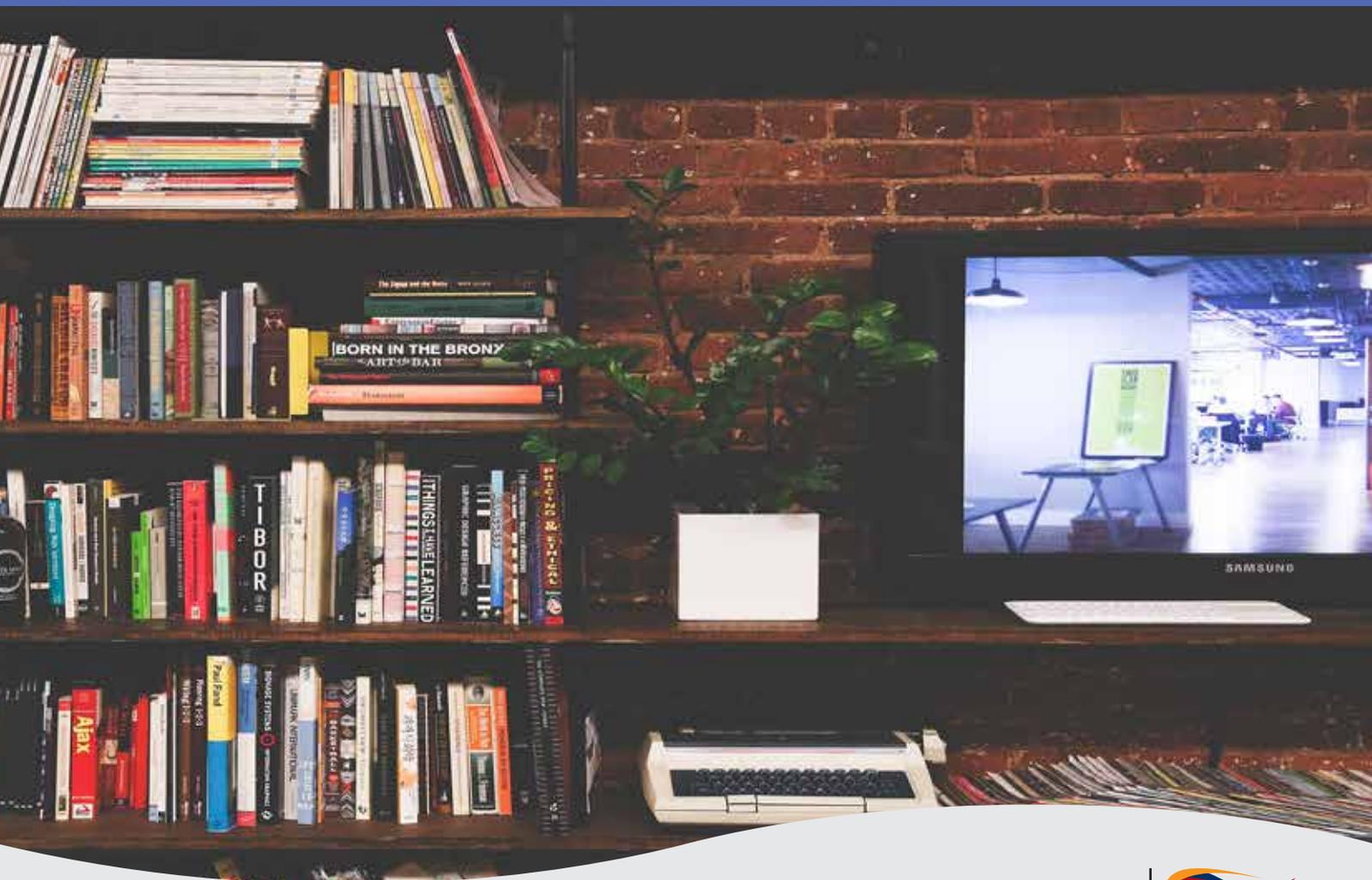
How will this brochure help me?

- It will help you to understand the information science career field.

- It will help you to identify career opportunities related to information science.

- It will help you to consider how you will prepare for career opportunities in this career field.

- It will help you gain more information about the skills needed in this career field.

- It will provide you with some insight into what studying information science involves.

- It will assist you to find qualifications related to information science offered by Unisa.

What is information science?

Information science addresses the relationship between information, people, and society. It explains the nature, uses and value of information. Information science has universal appeal and can be applied in any context. Information is the key to success in any situation and at all levels of life. Information enables people to make informed decisions and to solve problems.

How does information science link to entrepreneurship?

An entrepreneur is an individual who, rather than working as an employee, establishes and runs a small business, assuming all the risks and rewards of the venture. The entrepreneur is commonly seen as an innovator, a source of new ideas, goods, services and business or procedures. They play a key role in any economy. Entrepreneurs are the people who have the skills and initiative necessary to anticipate current and future needs and bring good new ideas to market.

A formal qualification provides you with the knowledge that you will use to plan for and successfully manage and run your own business. The success of the business is dependent on a number of complex factors including high quality products/services, cost of services client base and customer satisfaction, brand awareness, marketing, employees, technology, management and capital.

Read more about entrepreneurship in the Entrepreneurship @ Unisa brochure.

What skills do I need for this career field?

Motivation

Research skills

Attention to detail

Organisation and efficiency

Digital skills

Teamwork

Communication skills

Interpersonal

Computer skills

Proficient with databases

Visionary

Information management

Customer service

Project management

Reflexivity

Self-management

Commitment to life-long learning

Collection management

Collection description

Planning and evaluation

Critical thinking

Problem solving

Leadership

Financial skills

Strategic thinking

Training (e.g. to train library patrons in information literacy)

Digital skills (e.g. familiarity with training tools and online platforms)

4th Industrial Revolution skills (e.g. Big data, artificial intelligence, robotics)

Presentation skills (preparing and presenting)

Career opportunities related to information science

Depending on your qualification(s) and experience, these are some of the job titles you could explore:

Archives manager	Knowledge management practitioner
Archivist	Lecturer (university)
Cataloguer	Librarian
Content manager / specialist	Library assistant
Data curator	Library manager
Data manager	Programme evaluator
Indexer	Records manager / coordinator
Information management specialist	Researcher
Information services manager	

Possible work environments related to information science

- Archival services
- Art galleries
- Community-based organisations
- Consultancies (knowledge management)
- Financial and business consulting organisations

- Government departments
- Higher education institutions (public and private universities, universities of technology & colleges)
- Museums
- Law firms and organisations
- Parliament
- Publishing firms
- Public / Municipal libraries
- School libraries
- Self-employment
- Research institutes (e.g. CSIR, MRC, HSRC & Ithemba Labs)

Professional bodies

It is not mandatory to belong to a professional body, however, these bodies provide opportunities for members to develop their knowledge and skills, as well as expand one's network. The following professional bodies are related to information science:

- Library and Information Association of South Africa (https://www.liasa.org.za/)

Identify opportunities with career research

How do you identify opportunities?

Your career research will connect you to others who will help you to answer questions you have in relation to your career choice; expand your understanding of the opportunities related to your career vision; identify "hidden" career paths that you

did not think of previously; and think about how you could plan to pursue specific opportunities.

Prepare

Think about what you still need to find out: what questions do you have? You will use these questions as a starting point to structure your research. Examples of questions include "What can I do with a major in information science?", "How much do knowledge managers earn?" or "What must I study to be librarian?"

Keep track of information

Keep track of your research by making notes about what you learn and what you still need to find out. Use online services or apps such as Evernote (http://www.evernote.com) or Diigo (http://www.diigo.com) to keep track of your research online.

Evaluate

Evaluate the information that you are finding: Who wrote the information (person/ organisation)? Which country does the information relate to? When was the information last updated? After you have visited a number of websites, you could compare your notes about the information you found – what are the similarities and differences? What else do you need to find out?

Further ways to do career research

1 Online search

Use a search engine such as Google to search for information related to your questions. For example, you need to find out about career opportunities related to

information science. You could start with using keywords such as "careers in information science" and then to further contextualise your findings, you could search keywords such as "careers in information science Africa" and "careers in information science". Scan the brief descriptions of the first ten results and decide which website you would want to explore first. Skim-read through the information on the website (start with the headings) to get an understanding of the content of the page and to find information related to your question. Also, check whether there are links to other websites that you could further explore. As you are reading, make a summary of the information. You could use the information you find to make lists of job titles related to your field of study, organisations that employ individuals in these fields and professional organisations.

Activity

Use Google to find specific job titles related to information science as a major. The following are some search terms you could consider: "job titles information science"; and "job titles information science graduates South Africa".

Job title	Website
Example: **Librarian**	Indeed.com

2 Occupational information websites

The following websites will help you to learn more about specific job titles:

Website	Description
Unisa Counselling & Career Development http://bit.ly/2TO2KoR	This website provides more information about opportunities related to qualifications at Unisa.

Website	Description
National Career Advice Portal (NCAP) http://ncap.careerhelp.org.za/occupations	Search for information about specific job titles.
Career Planet http://www.careerplanet.co.za/	Learn more about career areas such as IT, tourism, engineering and more. The website also contains information about learnerships and student finance
O*Net http://www.onetonline.org/	Explore job titles related to different categories such as your interests, skills, values, typical work activities, and more. You could also browse through groups of occupations related to specific industries or economic sectors.
Prospects http://www.prospects.ac.uk/	Explore different job titles related to job sectors, as well as what you could do with your major subject.

Activity

Go to any of the above occupational information websites and search for the job titles you identified during the Google search activity.

Use the tables below to explore your top three occupational interests.

Example table:

Job title	Website	Related job titles?	Pros	Cons
Legal librarian	NCAP	Library manager Corporate librarian Cataloguer	Conducting research Organising library material	I wonder to what extent a legal librarian works with other people?

Job title #1	Website	Related job titles?	Pros	Cons

Job title #2	Website	Related job titles?	Pros	Cons

Job title #3	Website	Related job titles?	Pros	Cons

3 Job-search portals

Job search portals are useful in terms of researching specific job titles linked to different career fields and industries. Finding jobs advertisements that interest you is a worthwhile activity, even if you are not currently applying for jobs. You may not yet be eligible to apply for your dream job, but you can still gain a lot of information that can be applied to your career planning. For example, you are interested in information science, but you are not sure which specific job titles are linked to this field, or you want to know what kind of qualifications and skills are needed to be a librarian.

You can use this information to make career goals and think strategically about how you can develop experiences that will help you meet more of the selection criteria in the future.

Job search sites include

- PNet (http://www.pnet.co.za)

- Careerjunction (http://www.careerjunction.co.za)

- Careers24 (http://www.careers24.com/)

- Indeed (http://www.indeed.co.za)

- Government positions (http://www.gov.za/aboutgovt/vacancies.htm)

Activity

- Use one of the websites above to search for jobs related to information science. Read at least three advertisements and note the information in the tables below.

Job title #1	
Salary	
Organisation	
Responsibilities/ duties/ tasks	
Requirements (qualifications)	
Requirements (experience)	
Requirements (skills)	

Job title #2	
Salary	
Organisation	
Responsibilities/ duties/ tasks	
Requirements (qualifications)	
Requirements (experience)	
Requirements (skills)	

Job title #3	
Salary	
Organisation	
Responsibilities/ duties/ tasks	
Requirements (qualifications)	
Requirements (experience)	
Requirements (skills)	

4 LinkedIn

If you have not done so already, start building your network on LinkedIn (http://www.linkedin.com) today!

Register for a free account and start connecting with your network online. Join groups relevant to your career field so that you could participate in discussions, ask questions and provide answers about specific topics and search for people, organisations and jobs in your field of interest. Do research about companies and employees to help you identify opportunities. To learn more about using LinkedIn effectively, go to http://bit.ly/2JSxa3b.

1. Go to www.linkedin.com and sign in to your LinkedIn account. If you do not have an account yet, then create one.

2. Make sure that you have captured your current or previous studies at Unisa on your LinkedIn profile.

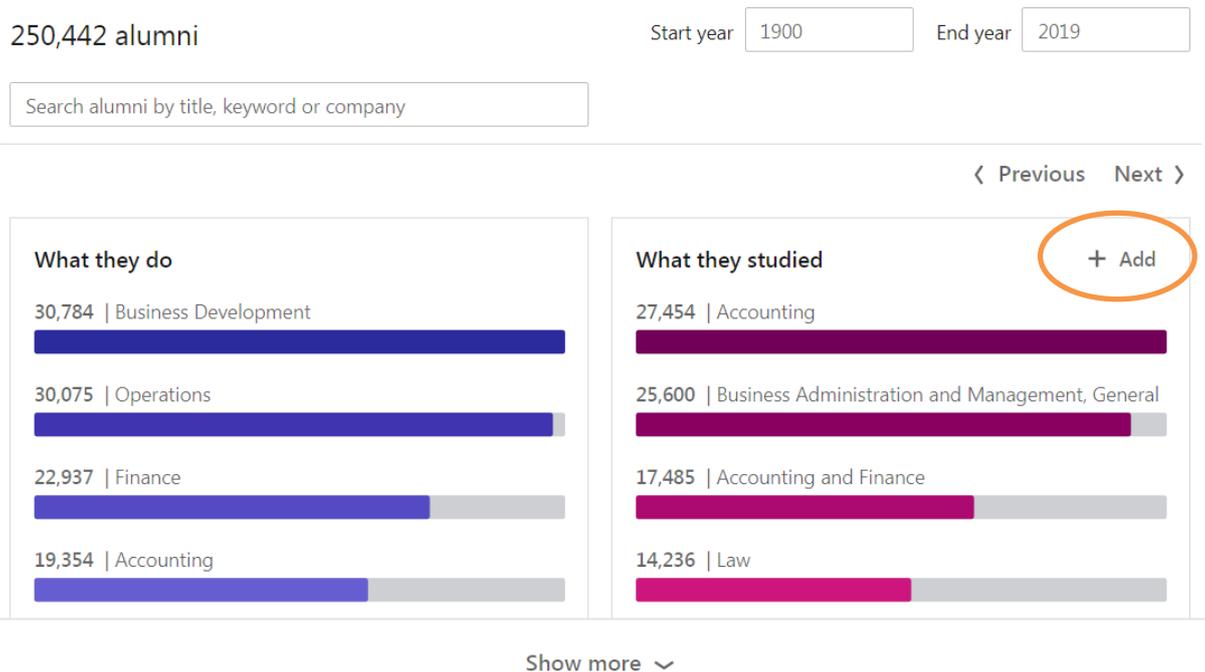3. Once you are signed in, go to the University of South Africa page at https://www.linkedin.com/school/12049/.

4. Click on the "Alumni" link.

5. Click on the "Next >" link to go to the next set of headings ("What they do" and "What they studied".

6. Click on "+Add" next to the heading "What they studied"

7. Type in "library and information science" in the Search box.

8. You will notice that the graphs for the different headings adjust. You have now filtered the information to contain information about Unisa graduates who studied in these fields.
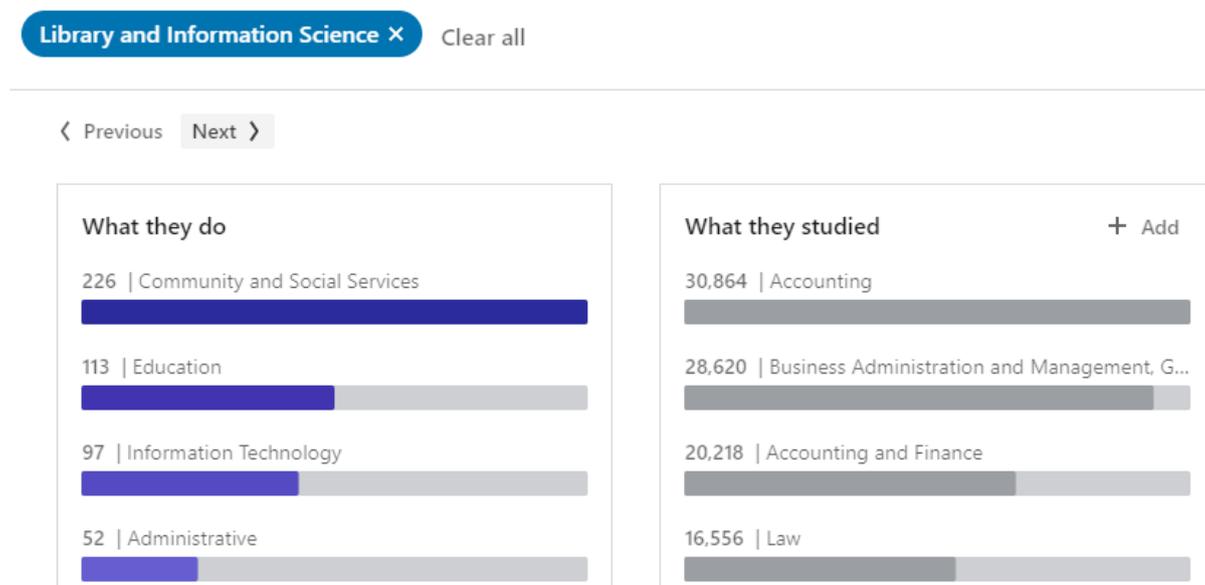
9. You can now see how many graduates in information science are on LinkedIn, where they work, what they do, what they are skilled at, and how you are connected. For example, in May 2020, most alumni who studied

library and information science worked at Universities and for local government.

10. You are also able to view the profiles of alumni who meet the criteria you searched for. For example, you can filter your search results to those alumni who indicated that they studied library and information science, and work at Unisa.

11. As you filter the results, you will get an indication of the filters you have selected (e.g. library and information science). You can clear these filters by clicking on the x next to the filter or clicking on "Clear all".

12. Make some notes about the interesting things you find below.

Your notes about what you find on LinkedIn

5 Talk to others (informational interviewing)

Once you have done some research about specific options, your next step is to talk to individuals in the type of job/ industry that you are interested in. The goal of these

conversations is to explore your career options, to expand your network, to build confidence, to access information and to identify your own strengths and areas of development. For example, you read an article about an information science lecturer who started a reading project for learners in her community. You could then contact the lecturer to ask if they would be willing to share their experience of this project. Before you interview someone, do research about what you would want to discuss with them – you could ask this person to "fill in the gaps" for you. Start with people you already know: friends, family, neighbours, colleagues, lecturers, tutors and fellow students. Use online social networks such as LinkedIn to further identify potential people. For more information on how to go about this and suggestions for questions that you might want to ask, go to http://bit.ly/2LX7qp3. Also, watch this video to learn more: The Dos and Don'ts of Informational Interviews: http://youtu.be/ixbhtm8l0sI.

Remember to keep track of the information you have gathered and how you make sense of this. Also, track the questions you still have and how you think you would be able to get answers to these questions.

Activity

Write a list of any people you know who might work in the fields you are interested in. For instance, do any of your parents' friends work in any of the fields you are considering? And write a list of those people who could give you information about any careers you are considering.

You may have identified a lot more people than you thought! Imagine how much information you can gather about the career you are interested in just by talking to these people. Each person will give you fresh insights, opinions and valuable information about the careers you are considering, whether they are currently working in that field or are only remotely related to or associated with it.

6 Attend a careers fair event

Attending a careers fair event gives you the opportunity to speak to people from different industries. You may be studying a qualification that does not seem to have a direct link to the exhibitors or the presenters, but they have one thing in common: they employ people, who work in organisations, who do business with all kinds of

suppliers and services. Somewhere in this value chain, your qualification will find a place to fit – either as a customer or as an employer or employee.

The annual Unisa Careers Fair usually takes place during the year at various venues. Go to http://www.unisa.ac.za/counselling for more information.

7 Experience studying topics related to your field of interest

Explore what information science is by watching and listening to online lectures and reading free open textbooks. These resources will enhance your understanding of the various fields and career opportunities related to information science.

Search for information science related courses and open textbooks on these sites:

- Coursera.org (http://www.coursera.org/)

- Udemy (http://www.udemy.com/)

- Saylor Academy (http://www.saylor.org/books/)

- Open University (http://www.open.edu/openlearn/free-courses)

- MITOpenCourseware (http://ocw.mit.edu/index.htm)

- iTunes university (http://www.apple.com/education/itunes-u/)

- OpenLearn (https://www.open.edu/openlearn/free-courses)

- YouTube (http://www.youtube.com)

- FreeVideoLectures (http://freevideolectures.com/)

Prepare for opportunities and plan your career

"Don't ask kids what they want to be when they grow up but what problems do they want to solve. This changes the conversation from who do I want to work for, to what do I need to learn to be able to do that."

Jaime Casap, Google Global Education Evangelist

One interesting way of preparing for opportunities and planning your career is to think about the type of problems you would want to be able to solve. This will help you to focus on what you wish to contribute, and not necessarily, who you want to "become". Once you have identified some of the problems you would want to focus on, you can then explore how individuals from different academic and professional backgrounds are addressing these problems. Then, you could start thinking about how you would want to contribute and what you will need to do in order to prepare for this.

Activity

Think about your environment (family, community, South Africa, Africa, international) and what problems or challenges you know about. Perhaps you have even thought of possible solutions to these challenges. Write down some of the problems or challenges you would want to address.

Problems/ Challenges
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Next, think about how you would want to contribute to addressing some of these problems/ challenges. What would your role be? Also, think about how you would need to start preparing for the roles you identified (think about education, work/ volunteer experience).

Problems/ Challenges	My role	How do I need to prepare

The following are some ideas of challenges/ problems experienced across the world, including South Africa.

Access to digital technologies

Access to education

Access to employment

Access to mental health services

Access to health care

Affordable energy

Ageing world population

Cancer

Child labour

Clean air

Clean water

Climate

Climate change

Corruption

Crime

Data security

Digital economy

Disabilities

Disaster management

Discrimination

Economic growth

Economic inequality

Economic inequality

Ethical institutions

Food security

Gender inequality

Health and well-being

HIV/AIDS

Human rights

Human trafficking

Hunger

Illegal drugs

Income inequality

Justice

Knowledge transfer

Lifelong learning

Literacy

Nutrition

Peace

Poverty

Quality education

Rapid urbanisation

Refugees

Retirement

Rural development

Safety at work

Sea life

Skills development

Skills gap

Small enterprises

Social cohesion

Social inequality

Substance addiction

Sustainable agriculture

Sustainable communities

Sustainable economic development

Unemployment

Urban development

Violence

Water security

As an example, you may want to address the problem of adult literacy. Think about the different individuals that may be able to contribute to the solving of this problem:

library and information scientists, educators, and policy professionals. A librarian would focus on providing resources for adults to read more, an educator would teach adults how to read, and a policy professional may develop policies to enable creating these learning environments.

Prepare for career opportunities

Many people believe that a degree will lead directly to a career specifically related to the major(s)/ specialisations for that degree. The fact is that degrees do lead to careers, but that the relationship between the major(s)/ specialisation you choose and the career you build for yourself is complex. Many graduates follow careers that are seemingly not related to their chosen major(s)/ specialisations. Various career management techniques will assist you in managing your career in economics:

1. Develop and reflect on your transferable skills

2. Start with a career portfolio

3. Volunteer work

4. Enhance your employability

Develop your skills

Develop and reflect on your transferable skills

Your degree will equip you with subject-specific knowledge and a number of work-related skills (transferable skills), for example, the ability to learn fast in new situations, to work independently, and to analyse, evaluate and interpret data. You should be able to identify and articulate the skills that you feel you are gaining through your studies. While you are busy with your studies, you need to reflect continuously on how you could apply the skills that you are learning to contribute to your professional development and who will be able to benefit from what you already know.

Skills reflection

Module passed in the last semester	Skills developed	How can I use the skills to add value to an organisation, or help them solve specific problems?

Start with a career portfolio

Your career management portfolio could help you keep track of the information that you need to gather in order to manage your career. It could include information about yourself, about job opportunities, occupational information and about the different fields in economics. Learn more about compiling a career portfolio here: http://bit.ly/2WaPes7.

Work experience for information science students

Gaining experience is an important part of helping you develop transferable skills as well as specific career-related skills.

Volunteer work

As a volunteer, your studies will be enriched and you will be in a position to build up an important network of people who could comment on your professional abilities. You may be wondering how volunteering is related to your studies and your career. We would encourage responsible volunteering where the organisation and community that you are supporting benefit. You also have the opportunity to apply and further develop your skills and knowledge as a student to support the community. Your volunteer work links to your career vision and planning: before you volunteer, think about where you would want to invest your effort.

Volunteering will help you to:

- figure out whether a specific field of work is for you or not;

- find out information about a specific field;

- connect with others and maintaining relationships;

- network with others in your field of interest.

Some questions to think about:

- Which organisations or community would benefit from my skills and knowledge?

- How would this organisation or community contribute to my career vision?

- What conduct is expected of a professional in this organisation and in my future career?

- What are you hoping to gain from your volunteer activities?

Your volunteer work could lead to other opportunities, so it is important to treat it professionally: keep to your commitment, communicate when you cannot volunteer and update your portfolio with examples of what you have learnt and achieved. As a volunteer, you are already working as a professional – you need to conduct yourself as you would conduct yourself in a work environment. As you are

volunteering, you are building your reputation (your "brand"): you would not want to build a reputation as an exploiter or as an unreliable worker.

Your volunteer environment will help you to develop what is valued in professional environments. This includes punctuality, problem-solving and effective communication. In this sense, volunteering contributes to your development as a unique graduate: one who has subject-specific knowledge and an understanding of professional workplace behaviour. The one thing to remember about volunteering is that your conduct needs to be accountable and ethical. Consider that you are contributing to the community and at the same time you are building your skill sets for the workplace – you need to balance self-interest with that which may benefit others. It is important that your work within the community be done with the utmost respect.

Identify volunteer opportunities in your area through conversations with members of your community. The GreaterGoodSA website at http://www.greatergoodsa.co.za/ will further help you to identify volunteer opportunities in your community that

are related to your interests. Make a list of the organisations that you would

want to contact about exploring volunteer opportunities.

Activity

Identify a volunteer work opportunity.

Make a list of the organisations that you would want to contact about exploring volunteer opportunities.
What are you hoping to gain from your volunteer experience?
What can you contribute to an organisation?

Enhance your employability

Your employability refers to your ability to gain initial employment, maintain employment, and obtain new employment if required. In simple terms, employability is about being capable of getting and keeping fulfilling work. There are many aspects related to maximising your employability, including managing your personal brand, job-searching skills, networking, writing a CV, writing a cover letter, include networking, CV-writing, cover letter writing and how to manage job interviews.

Why is your employability important?

Today's careers are not what they used to be: Lifetime employment is a thing of the past: It is not unusual for an individual to hold about six different occupations during their careers, each with several jobs. The reasons for this are technological advances, globalisation, economic shifts and changing social norms. Careers are boundaryless: your career can cut across different industries and companies. Instead of seeing your

career as a ladder, you can view it as a web. Career success is defined in many different ways: The big house and fancy car are not the only measures of success. Some people choose to follow a more balanced lifestyle with more time to spend with their family. Where, when and for whom you work are not necessarily fixed: Flexible work hours, working from home, part-time, temporary and contract work is all part of today's world of work.

Source: Greenberg, J. & Baron, A. Behaviour in Organisations. 8th edition. Pearson Education Inc: New Jersey.

How can you develop your employability skills?

- Work through the information and activities on the *Prepare for job opportunities* section of the Directorate: Counselling and Career Development website (http://bit.ly/2ufeSA6).

- *The Muse* career website (https://www.themuse.com/advice) provides career advice related to your career questions.

- LiveCareer has an extensive library of resources related to enhancing your employability. Go to https://www.livecareer.com/ for more information.

- The Monster website (http://www.monster.co.uk/) provides a number of articles related to employability issues. Click on "Career Resources" and "Browse Career Advice" (at top of page) to access career-related information.

Self-confidence

Your personal experiences (for example, your relationships with your parents and siblings; how you related to peers and how you compare yourself to others) shapes your self-confidence. Low self-confidence on all areas of your life, mainly how you negotiate relationships, your career and your studies.

How much you believe in yourself or you do not believe in yourself impact

on your success in your career and studies. Low self-confidence affects your career and your studies in several ways:

- Your confidence determines the effort and determination towards your studies and your career. For example, if you do not believe that you can pass a particular module, you also do not spend time studying, since when you start studying you feel like "what is the use – I will fail in any case".

- If you keep on telling yourself that, you are not capable of completing your qualification because you have low self-confidence, challenges in your studies act as confirmation that you are a failure. You will then also not go out and get help since you do not think that it will make a difference – you are not hopeful that this could change how you perform.

- Even when you experience challenges that are normal for all students to experience, you tell yourself it is a confirmation that you cannot make it.

- You spend disproportional amounts of time and energy gathering evidence or reinforcing your belief that you cannot make it so that it becomes a reality.

- When you do things well or when you get positive results you deny them. You find it hard to accept that positive things can happen in your life and you find external factors that have contributed to the results or success.

- You will make statements such as "Maybe I was just lucky this time – the other candidates did not accept the offer due to a low salary offer" or "Maybe the lecturer felt sorry for me."

- When you are presented with an opportunity, you will not use it since you are concerned about failing.

- You project a negative attitude towards yourself and others. You find it hard to appreciate the strengths of others and you are critical about others.

- You will not take a risk to advance in your career because

you think you will not make it. For example, you will not apply for an internship because you decide that you will not be selected even though you meet all the requirements.

- You are always concerned about how other people think about you in a negative way- you will not go and talk to the lecturer or ask other people because you think they will think you are stupid.

On the other hand when you have a healthy self-image:

- You accept yourself for who you are and you acknowledge that there are things you do well and things you do not do well.

- You use your strengths in one area to build your self-confidence in other areas.

- You acknowledge things people appreciate about you since you use these as a re-affirmation to

develop areas where you feel you have room for growth.

- You believe you can achieve your desired career goals and you put your energy and resources towards your vision. This affects your studies in that you can talk to others about your study-related challenges and you are pro-active in terms of managing your studies since you know why you are studying.

- You are able to recognise and make use of presenting opportunities since you believe that you can contribute.

- You are able to help others understand your potential and you appreciate how others could contribute to your development.

- You are more able to deal effectively with feedback on your performance since you are able to integrate the feedback with your self-knowledge.

How do I build a healthy self-confidence?

Building self-confidence is a process – it is like building a house: Building your confidence starts with small, practical

actions. As you get feedback about your actions, you take some positive things out of it about yourself and

appreciate the things you can do well and those you have to develop.

Spend some time each day writing down things you did yesterday that you can be proud of and things you would want to do differently.

Give yourself time to develop – a house cannot be built in a day.

Most importantly, it must not be about thinking about things, but about doing things. This will not always be easy, but you need to take risk and test what you can do and also see the results of your actions. For example, if you really want information about your career, take a risk and send an e-mail to your lecturer with questions to see what the response is. As you take the risk, you need to change your attitude about how you view challenges and yourself. You will start thinking differently about challenges: that they are not meant to prove you as a failure, but rather to learn and discover new things about yourself.

You need to be able to embrace failure as part of the process in order to succeed. Your failures do not define you as a person: Even when you fail, you do not internalise the experience that you are a failure. You learn from the experience and you try again.

We want you to keep in mind your three circles (career, studies, and personal life) and make sure that you use one of the circles where you have more positive experiences to influence the other areas. For example, in your studies, you are getting good results and you are capable. However, you feel demotivated every time you think about your family situation.

Think about how the fact that you are succeeding with your studies could affect your career. Could it make you hopeful that you will be able to find a good job and then change your family's situation in the future? Thinking more about the things you can control (for example, your studies and how this will impact positively on your career), enables you to minimise the sense of helplessness in terms of your family situation. When you focus on the things you can control, you create a positive outlook on yourself, your life and others.

My career learning plan

Your career learning plan will help you to stay focused on what you still need to do in order to find out more about your career development. The career learning plan focuses on the following questions: What is the information you still need? How will you get this information and by when?

Further information needed	Steps to get this information	When?
Where do librarians work in SA?	Start with Google search	14 April
	Talk to lecturer about referring me to someone who works in this field	15 April

Unisa qualifications

Undergraduate qualifications

- Bachelor of Arts (99311)
- Bachelor of Information Science (99310)
- Bachelor of Business Administration (98316 - BBA)

Read more about the undergraduate qualifications on the Unisa qualifications webpage: https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Undergraduate-qualifications/Qualifications.

Postgraduate qualifications

- Postgraduate Diploma in Library and Information Science (90003)

- Bachelor of Information Science Honours (90072)

- Master of Arts in Information Science (Full Dissertation) (98408)

- Doctor of Philosophy in Information Science (90035)

Information about the Honours, MCom and Doctorate degree is available on these webpages: https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Honours-degrees-&-postgraduate-diplomas/Qualifications and https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Master%27s-&-doctoral-degrees/Qualifications.

Short Learning Programmes

Unisa offers Short Learning Programmes (SLP) that range from three months, six months up to a year. The purpose of the SLP is to assist you to broaden your skill range and knowledge base in an area that needs improvement. Read more about the range of short learning programmes offered at Unisa here: https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Short-Learning-Programmes/View-the-SLPs

Frequently asked questions

I am interested in the Bachelor of Business Administration and I did not complete mathematics at matric level – can I study a qualification that requires mathematics at grade 12 level at Unisa?

If you are concerned about being admitted to a degree in the College of Economic and Management Sciences, you are encouraged to apply for a lower level qualification (e.g. Higher Certificate) offered in the College of Economic and Management Sciences in addition to the qualification you wish to do. If you are admitted to the Higher Certificate and you complete it, it will enable you to meet the requirements for a degree. You need to apply for admission to the degree during your last semester of study for the Higher Certificate.

The list of Higher Certificates offered in the College of Economic and Management Sciences is available here: https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Undergraduate-qualifications/Qualifications/All-qualifications?cw_college=ECONOMIC%20AND%20MANAGEMENT%20SCIENCES.

The next step is then to apply for admission. Information about applying is available on the Unisa website at http://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Undergraduate-qualifications. Before you apply, take some time to read through the information about studying through open distance learning, making an effective career choice, the requirements for your qualification(s) and the application process.

Once you have applied, your application will be processed and you will receive feedback as to the outcome of your application. Based on the new selection process, you will not be automatically accepted to study through Unisa, even if you meet the

general academic admission requirements for a qualification. Unisa will assess your application using a point score system. You may then be offered a place based on your points score and the number of places available for the qualification(s) you have chosen. You are welcome to let us know should you need to have a further discussion about your career and study planning before you apply.

For the College of Human Sciences, there is no mathematics requirement. You can apply directly for the degree provided you meet all other admission requirements (i.e. the academic points score and statutory requirement). If there is any doubt about whether you meet the admission requirement, apply for the degree as well as a higher certificate for which you meet admission requirements. A list of available higher certificates is available here: https://www.unisa.ac.za/sites/corporate/default/Apply-for-admission/Undergraduate-qualifications/Qualifications/All-qualifications?cw_category=HIGHER%20CERTIFICATES. Completing the Higher Certificate will enable you to meet the requirements for a Bachelor's degree. You need to apply for admission to the degree during your last semester of study for the Higher Certificate.

Which qualification should I choose?

The qualification you choose will help you to prepare for further career opportunities. When considering which qualification to start with, you need to reflect on which career and further study opportunities you wish to prepare for.

Title of qualification	Major subjects
Bachelor of Arts	Two major subjects: Information Science and another major from the approved options.
Bachelor of Information Science	Two major subjects: Information Science and Applied Information Science
Bachelor of Business Administration	Two major subjects: Business Management and Transport Management

Your career research, as discussed in this brochure, will help you make an effective decision in terms of which qualification to start with.

How do I choose between a Postgraduate Diploma in an Honours degree?

The Honours qualification contains a Research Report and Research Paper that prepares you for a Masters' and Doctoral qualification.

Counselling and career development services at Unisa

The Unisa Directorate: Counselling and Career Development offers career-, academic- and personal counselling services to Unisa students and the broader community. You can talk to a counsellor about:

- **Career decisions.** I am not sure which career path to follow; I don't know which qualification would be best; I want to change my career direction…
- **Career information.** How can I find out more about a career in …
- **Employability.** How do I market myself to employers? How can I look for work? How can I compile an effective CV? How do I go about networking with others? How do I put together my career portfolio? How can I meet potential employers? How can I improve my interview skills?)
- **My studies at Unisa.** How can I get started with my studies? How do I plan my studies? How can I study more effectively? I don't feel motivated to continue with my studies… I feel worried about preparing for/ writing the exams. I failed my exams – what now? I need to improve my reading/ writing/ numeracy skills
- **Personal issues.** How can I have better relationships with others? How can I cope more effectively with issues that impact on my studies?

Visit our website at http://www.unisa.ac.za/counselling to access many self-help resources, or talk to a counsellor by e-mail to counselling@unisa.ac.za.