

Tutorial Letter 101/3/2014

Career Psychology

IOP3703

Semester 1 and 2

Department of Industrial & Organisational Psychology

IMPORTANT INFORMATION:

This tutorial letter contains important information
about your module.

BAR CODE

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1 INTRODUCTION AND WELCOME

Dear Student

We are pleased to welcome you to this module in Career Psychology and hope that you will find it both interesting and rewarding. We will do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do the assignments properly.

You will receive a number of tutorial letters during the year. A tutorial letter is our way of communicating with you about teaching, learning and assessment.

This tutorial letter contains important information about the scheme of work, resources and assignments for this module. We urge you to read it carefully and to keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.

Please read Tutorial Letter 301 in combination with this tutorial letter as it provides you with important information that you need to know when studying at a distance and within a particular college.

In this tutorial letter (101), you will find the assignments and assessment criteria, as well as instructions for the preparation and submission of the assignments. This tutorial letter also provides all the information you need with regard to the prescribed study material and other resources, and how to obtain them. Please study this information carefully and make sure that you obtain the prescribed material as soon as possible.

We have also included some general and administrative information about this module.

Right from the start, we would like to point out that **you must read all the tutorial letters** you receive during the semester **immediately and carefully**, as they always contain important and, sometimes, urgent information. Also **read Tutorial Letter IOPALLA/301/2014. It contains important information that will not be repeated here.**

We hope that you will enjoy this module and wish you all the best in your studies!

1.1 Tutorial matter

On registration, you will receive an inventory letter that will tell you what you have received in your study package and that will also show items that are still outstanding. Also see the booklet entitled *my Studies @ Unisa*.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the inventory, unless there is a statement like "out of stock" or "not available". If any item is missing, follow the instructions on the back of the inventory letter without delay.

PLEASE NOTE: Your lecturers cannot help you with missing study material. Please contact Unisa by fax at (012) 429 4150 (RSA only), or +27 12 429 4150 (international).

2 PURPOSE OF AND OUTCOMES FOR THE MODULE

2.1 Purpose

Career Psychology is an area of speciality within the field of Industrial and Organisational Psychology. The most general definition of Industrial and Organisational Psychology is “*the application of psychological principles, theory and research to the work-setting*” (Landy & Conte, 2004:6). Industrial and Organisational Psychology is a legitimate field of scientific inquiry concerned with advancing knowledge about people at work, including the reciprocal impact of work on life and life on work.

Industrial Psychologists recognise the interdependence of individuals, organisations and society, and they recognise the impact of factors such as increasing global and government influences, growing consumer awareness, skills shortages and the changing nature of work and careers with regard to organisational and individual performance. Industrial Psychologists are scientists who derive principles and theory about individual, groups and organisational behaviour through research. They act as consultants and advisers who develop scientific knowledge and apply this knowledge to find solutions to problems at work. To this end, they are well educated and trained in the research and application of Industrial and Organisational Psychology (www.siop.org).

Career Psychology (the subject of this module) is the scientific study of career development and management from both an individual and an organisational perspective. A core focus of the discipline is balancing individual and organisational career development needs within the work setting. Career Psychology includes topics such as career theories and perspectives on careers; individual career development and career-related issues throughout the life-span; organisational career development support practices and career counselling and guidance theories and practices in the workplace context. Career Psychology takes into account that the life roles and social context in which people grow and develop influence their values, norms and beliefs. These, in turn, influence their career aspirations, career choice, career progress and subjective experience of career success.

We trust that you will enjoy gaining more knowledge and experience in this subject field.

2.2 Outcomes

The specific outcomes describe the competencies you need to master to successfully complete the module. The assessment criteria form the basis for the assignments, study guide activities and examination questions. Students who work diligently through the study guide activities and assignments will be able to master the specific outcomes with greater ease. The learning outcomes in the study guide give a more detailed outline of the competencies you need to master.

Specific outcome 1

Learners can explain the psychology, theory and practice of career development for the purpose of applying such knowledge to assist individuals and organisations in planning and managing careers.

Assessment criteria

- Describe the socio-cultural variables that determine the significance that work has in people's lives.
- Explain various career concepts within the context of the 21st century world of work.
- Describe the steps involved in choosing and managing a career.
- Differentiate between plan-and-implement and test-and-learn career management models to illustrate that career management is an ongoing process.
- Identify key factors that determine the success of the career management process in the context of the 21st century world of work.
- Critically evaluate content and process theories of career choice and explain their use in the career management process.
- Compare the life tasks and issues of the various life/career stages within the context of the career development and management process.
- Discuss the ethical requirements for career counselling practices.

Specific outcome 2

Learners can explain the factors impacting on organisational choice for the purpose of applying such knowledge to improve career counselling and organisational career development practices.

Assessment criteria

- Describe the concepts of organisational choice and organisational entry.
- Explain the process of organisational choice by critically evaluating and comparing different theories.
- Describe the phases of organisational entry.
- Identify and evaluate personal preferences in choosing an organisation.

Specific outcome 3

Learners can explain the implications of the changing nature of careers for organisational support practices and individual career development activities.

Assessment criteria

- Explain the implications of organisational changes and the nature of work for careers from an individual and organisational viewpoint.
- Identify and describe the characteristics of new employment relationships and the nature of the psychological contract.
- Discuss organisational career development support techniques and actions that could assist individuals with career management in the work context.

Specific outcome 4

Learners can explain career issues caused by the changing nature of organisations and work for the purpose of advising organisations and individuals in terms of support practices.

Assessment criteria

- Describe the different career anchors and career patterns and their use in matching the individual with the organisation.
- Critically evaluate specific career-related issues, their causes and effects on the individual.
- Recommend organisational and individual actions that could be taken to assist individuals affected by the identified career issues.

3 LECTURERS AND CONTACT DETAILS

3.1 Lecturers

Please do not hesitate to contact us if you feel uncertain about anything in the study material or if you experience any difficulties with your studies. We are here to help you and to give support where we can, but it is your responsibility to contact us in good time. Our experience has shown that your eventual success in this course depends greatly on your willingness to contact us whenever you need direction or support.

Only academic related questions and enquiries concerning the content of the course should be directed to the lecturers (eg, when you need to clarify concepts in the study material, contents in assignments and examinations, etc).

Lecturers can be contacted via the Help Desk (see contact information below).

3.2 Department

The department is situated on the 3rd level of the AJH van der Walt Building on the Unisa main campus. You can e-mail the department by using the following e-mail address: DeptIOP@unisa.ac.za. You can also contact the departmental helpdesk as follows:

Contact details for the Department of Industrial and Organisational Psychology:

- Physical address: AJH van der Walt building, 3rd floor, room 98
- E-mail address: DeptIOP@unisa.ac.za
- Helpdesk contact numbers: 012 429 8033/012 429 8054

E-mail and telephone numbers are included below but you might also want to write to us. Letters should be sent to:

The Module Leader (IOP3703)
 Department of Industrial and Organisational Psychology
 PO Box 392
 UNISA
 0003

PLEASE NOTE: Do not send any letters to lecturers with your assignments.

3.3 University

Contact addresses of the various administrative departments are included in my Studies@Unisa, which you received with your study package. You may contact your lecturers by post, e-mail, telephone or on myUnisa.

Physical address	University of South Africa Preller Street Muckleneuck Pretoria City of Tshwane
Postal address:	University of South Africa PO Box 392 Unisa 0003
Fax number	(012) 429 4150/+27 12 429 4150
e-mail address	study-info@unisa.ac.za
Online address:	study-info@unisa.ac.za

Always use your student number when you contact the university

4 MODULE RELATED RESOURCE

You will find the course content for **IOP3703** in the study guide and in the prescribed book. You need the study guide because it serves as a basis for studying the prescribed book. **Do not** try to work through your prescribed book without the assistance of the study guide. The study guide comprises ten study units.

The study material you should receive for IOP3703 from the Department of Despatch includes the following:

- one study guide
- two tutorial letters upon registration
 - Tutorial Letter IOPALLA/301/2014: General tutorial letter
 - Tutorial Letter IOP3703/101/2014: This tutorial letter

During the semester the following tutorial letter will be sent to you:

Tutorial Letter IOP3703/201/1/2014 or IOP3703/201/2/2014: Feedback on all the assignments and information on the examination.

4.1 Prescribed books

The details of the prescribed book, which you should purchase as soon as possible, are as follows:

- Schreuder, AMG, & Coetzee, M. (2011). *Careers: An organisational perspective* (4th edition). Cape Town: Juta.

The current study guide is based on Schreuder & Coetzee (2011). However, for 2014 the 4th edition has been prescribed. Study the guidelines below to familiarise yourself with the contents of the 4th edition.

4.2 Recommended books

No specific books are recommended for this module.

4.3 Electronic Reserves (E-Reserves)

No electronic reserves for this module.

5 STUDENT SUPPORT SERVICES FOR THE MODULE

For information on the various student support systems and services available at Unisa (for example student counselling, tutorial classes, language support), please consult the publication entitled *my Studies @ Unisa* that you received with your study material.

- **Contact with fellow students**

Study groups

It is advisable to have contact with fellow students. One way to do this is to form study groups. The addresses of students in your area may be obtained from the following department:

Directorate: Student Administration and Registration
PO Box 392
UNISA
0003

- **MyUnisa**

If you have access to a computer that is linked to the Internet, you can quickly access resources and information at the University. The *myUnisa* learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the Internet.

To go to the *myUnisa* website, start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the “Login to *myUnisa*” link on the right-hand side of the screen. This should

take you to the *myUnisa* website. You can also go there directly by typing in <http://my.unisa.ac.za>.

Please consult the publication entitled *my Studies @ Unisa* which you received with your study material for more information on *myUnisa*.

- **Library**

Please note that the *my Studies @ Unisa* booklet, which is part of your registration package, lists all the services offered by the Unisa library. This document is available at <http://www.unisa.ac.za/contents/library/docs/2013.pdf>. Most of the Library's services are available electronically.

Before you access these services you need to:

- Ensure that you read the document called 'guidelines for your workstation settings' at <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=499>
- create your PIN to enable you to transact with the library
Go to <http://oasis.unisa.ac.za> > View & Renew loans > Create your PIN > Verify your PIN. If you have problems creating your PIN, send an e-mail to bib-pin@unisa.ac.za
- load the Adobe Acrobat Reader on your computer so that you can view or print PDF (portable document format) documents. This can be done free of charge at <http://www.adobe.com>

The following information is a short summary of the most important information contained in the *my Studies @ Unisa* booklet:

Lending services

Borrowing of library material

Undergraduate students may **borrow** 8 books at any one time. Students who live in South Africa are allowed to keep their books for 21 days.

Please ensure that you return your books in good time as you will receive an account for late returns.

Renewing library material

You may **renew** your books

- by telephone on + 27 12 429 4164
- by using the telephone answering service on + 27 12 429 3560
- by e-mail at bib-circ@unisa.ac.za
- electronically at <http://oasis.unisa.ac.za> > View & renew loans > Type in the required information to display your loan record > Borrowed Items > Select the items you wish to renew.

NB: You *may not* renew items that are on a waiting list or that have already been renewed three times.

Requesting books and journal articles

You may request your books and journals

- **electronically:** <http://oasis.unisa.ac.za> > Book (or Journal) requests > Fill in your details
- by using the library's **official request cards** and posting them to

Information Resources (IR): Request Services
Unisa Library
PO Box 392
UNISA
0003, or

- by **faxing** them to + 27 12 429 2925 or +27 12 429 3489

NB: Lists of requests are not acceptable – you need to complete a formal request for each library item.

Electronic access to the Library catalogue and databases

OASIS (Online Access System Information Service) library catalogue

<http://oasis.unisa.ac.za>

Check availability of items in the collections

- Check loan information and renew the loan period for items that appear on your loan record
- Request books and articles
- Access prescribed and recommended articles if available

Subject databases at <http://www.unisa.ac.za/library/index.html> > Search for information resources> resources by subject> select relevant subject

The Unisa library subscribes to many core **online subject databases** to which all registered students have access.

These are important because they contain references, or provide full-text access to academic, peer-reviewed journal articles in your field as well as to theses, books and chapters in books which are not necessarily available in the library.

The core subject databases for Public Administration and Management are ABI/INFORM Global, Academic Search Premier, Government Gazettes, International Political Science Abstracts, ISAP, JSTOR, PAIS International, Parliamentary Bills and Public Administration Abstracts.

All the databases have online Help or Search Tips which serve to optimise your use of these.

Full text electronic journals

Many of the journals (or parts of them) in the Unisa library are available electronically. This means that you can print journal articles from your computer rather than requesting them from the library.

There are two ways of establishing whether your journal title is available electronically:

- by looking up the journal title on OASIS at <http://oasis.unisa.ac.za> > Journal Title > Type in your title e.g. *International review of administrative sciences* > Enter > If access is available, a message stating "View this electronic journal ..." will appear in hypertext > Click on the link and the database that contains the full text will be retrieved
- if the full text of your journal is not available on the library catalogue, use the Unisa Library E-Journal Finder <http://www.unisa.ac.za/library/index.html> > Search for information resources > Unisa Library E-Journal Finder > Type in your journal title > Search

If you cannot find a full text link to your journal article by either of these options, it means that the library does not have access to the full text. You should therefore request your article by post, fax or electronically as set out above.

Training

The Information desk at the Main Campus, as well as the Branch Librarians at each Unisa regional centre offer training in the use of the library's catalogue and subject databases.

Copyright for the photocopying of material and database usage restrictions

In terms of the regulations promulgated under the **Copyright Act 98 of 1978** (as amended), material required for study or research purposes may be photocopied, subject to the following conditions:

- not more than one copy may be made of an article
- only 10% of any other work may be copied
- no work may be photocopied in its entirety

Database usage must be done according to the section on "Database licensing and access restrictions on all electronic resources" at the bottom of the search for information resources webpage at <http://www.unisa.ac.za/Default.asp?Cmd-ViewContent&ContentID=19584>

6 MODULE SPECIFIC STUDY PLAN

Given the limited time you have to work through the prescribed material, complete the assignments and prepare for the examination, we have drawn up a study schedule for you. This study schedule basically consists of a few guidelines indicating when you should have **at least** completed certain sections of the study material. Remember though that these are only guidelines – you should always work at your own pace and you may even prefer to draw up your own time management schedule which is better suited to your particular situation. A study programme for the second semester is also provided.

FIRST SEMESTER (FEBRUARY – JUNE 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 1 (27 January – 31 January 2014)			
Orientation: Read tutorial letters, foreword and orientation in the study guide and the introduction to topics in the study guide	Orientation: Read the introduction to the prescribed chapters		
Week 2 (3 – 7 February 2014)			
Study units 1 & 2	Parts referred to in the study guide	Complete discussion questions that relate to study units 1 and 2, and evaluate answers	
Week 3 (10 – 14 February 2014)			
Study units 3 & 4	Parts referred to in the study guide	Start with Compulsory Assignment 01 Complete discussion questions that relate to study units 3 and 4 and evaluate answers	
Week 4 (17 – 21 February 2014)			
Study unit 5	Parts referred to in the study guide	Finalise Compulsory Assignment 01 and send to Unisa Complete discussion questions that relate to study unit 5 and evaluate answers	
Week 5 (3 – 7 March 2014)			
Study unit 6	Parts referred to in the study guide	Complete discussion questions that relate to study unit 6 and evaluate answers	

FIRST SEMESTER (FEBRUARY – JUNE 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 6 (10 – 14 March 2014)			
Study unit 7	Parts referred to in the study guide	Start with Compulsory Assignment 02 Complete discussion questions that relate to study unit 7 and evaluate answers	
Week 7 (17 – 21 March 2014)			
Study unit 8	Parts referred to in the study guide	Finalise Compulsory Assignment 02 and send to Unisa Complete discussion questions that relate to study unit 8 and evaluate answers	
Week 8 (24 – 28 March 2014)			
Study unit 9	Parts referred to in the study guide	Complete discussion questions that relate to study unit 9 and evaluate answers	
Week 9 (31 March – 4 April 2014)			
			Study study units 1 & 2 + possible exam questions applicable to these study units
Week 10 (7 – 11 April 2014)			
			Study study units 3 & 4 + possible exam questions applicable to these study units
Week 11 (14 – 18 April 2014)			
			Study study units 5 & 6 + possible exam questions applicable to these study units
Week 12 (21 –25 April 2014)			
			Study study unit 7 + possible exam questions applicable to these study units
Week 13 (28 April – 2 May 2014)			
			Study study unit 8 + possible exam questions applicable to these study units

FIRST SEMESTER (FEBRUARY – JUNE 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 14 (5 May – 9 May 2014)			
			Study study unit 9 + possible exam questions applicable to these study units
Weeks 15 – 20 (12 May – 30 June 2014)			
			May/June 2014 examination begins

SECOND SEMESTER (JULY – NOVEMBER 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 1 (1 – 4 July 2014)			
Orientation: Read tutorial letters, foreword and orientation in the study guide and the introduction to topics in the study guide	Orientation: Read the introduction to the prescribed chapters		
Week 2 (7 – 11 July 2014)			
Study units 1 & 2	Parts referred to in the study guide	Complete discussion questions that relate to study units 1 and 2 and evaluate answers	
Week 3 (14 – 18 July 2014)			
Study units 3 & 4	Parts referred to in the study guide	Start with Compulsory Assignment 01 Complete discussion questions that relate to study units 3 and 4 and evaluate answers	
Week 4 (21 – 25 July 2014)			
Study unit 5	Parts referred to in the study guide	Finalise Compulsory Assignment 01 and start to send to Unisa Complete discussion questions that relate to study units 5 and evaluate answers	

SECOND SEMESTER (JULY – NOVEMBER 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 5 (28 July – 1 August 2014)			
Study unit 6	Parts referred to in the study guide	Complete discussion questions that relate to study unit 6 and evaluate answers	
Week 6 (4 – 8 August 2014)			
Study unit 7	Parts referred to in the study guide	Start with Compulsory Assignment 02 Complete Assignment 01 Complete discussion questions that relate to study unit 7 and evaluate answers	
Week 7 (11 – 15 August 2014)			
Study unit 8	Parts referred to in the study guide	Finalise Compulsory Assignment 02 and start to send to Unisa Complete discussion questions that relate to study unit 8 and evaluate answers	
Week 8 (18 –22 August 2014)			
Study unit 9	Parts referred to in the study guide	Complete discussion questions that relate to study units 9 and evaluate answers	
Week 9 (25 – 29 August 2014)			
			Study study units 1 & 2 + possible exam questions applicable to these study units
Week 10 (1 - 5 September 2014)			
			Study study units 3 & 4 + possible exam questions applicable to these study units
Week 11 (8 – 12 September 2014)			
			Study study units 5 & 6 + possible exam questions applicable to these study units

SECOND SEMESTER (JULY – NOVEMBER 2014)			
Study guide	Prescribed book	Assignment	Preparation for the examination
Week 12 (15 – 19 September 2014)			
			Study study unit 7 + possible exam questions applicable to these study units
Week 13 (22 – 26 September 2014)			
			Study study unit 8 + possible exam questions applicable to these study units
Week 14 (29 September – 3 October 2014)			
			Study study unit 9 + possible exam questions applicable to these study units
Weeks 15 – 20 (6 October – 30 November 2014)			
			October/November 2014 exam begins

7 MODULE PRACTICAL WORK AND WORK INTEGRATED LEARNING

There is no practical work and work integrated learning for this module. Work integrated learning and practical work are achieved through case studies, examples and applications in the prescribed textbook and study guide and in certain applied questions in the assignments and in the examination.

8 ASSESSMENT

8.1 Assessment plan

Assignments are seen as part of the learning material for this module. As you do the assignment, study the reading texts, consult other resources, discuss the work with fellow students or tutors or do research, you are actively engaged in learning. Looking at the assessment criteria given for each assignment will help you to understand what is required of you more clearly.

In some cases, additional assessment might be available on the myUnisa site for your module. For students attending tutorial sessions, tutors may also set additional tasks and give feedback in class.

Assignments should be addressed to

The Registrar
PO Box 392
UNISA
0003

You may submit written assignments either by post or electronically via *myUnisa*. Assignments may not be submitted by fax or e-mail.

For detailed information and requirements as far as assignments are concerned, see *my Studies @ Unisa*, which you received with your study package.

To submit an assignment **via myUnisa**:

- Go to *myUnisa*.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the menu on the left.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen

- **Commentaries and feedback on assignments**

Commentaries/ on compulsory assignments **will be sent to all students registered for this module** in a follow-up tutorial letter, and not only to those students who submitted the assignments. The tutorial letter number will be IOP3703/201/1/2014 or IOP3703//201/2/2014.

Feedback on **Assignments 01** and **02** will be in the form of memorandums that will be sent out as Tutorial Letter IOP3703/201/1/2014 or IOP3703/201/2/2014 on the **closing date** for the assignments. Feedback on *myUnisa* additional assessments will be automated and therefore immediate.

- **Tuition rationale**

This course has been designed on the basis of **outcomes-based** principles which form our tuition rationale and entail five steps (or phases) of cognitive understanding and planning.

Firstly, we hope to create a desire in you to know more about Career Psychology. We therefore explain **why** it is necessary for you to learn about Career Psychology. This module will help you to acquire well-rounded skills in the field of Career Psychology in order to distinguish yourself as a specialist in the field of industrial and organisational psychology.

You will require a post-graduate qualification in order to specialise in this field. Good skills and knowledge will ensure that you are able to make a meaningful contribution to the world of work, to your organisation and to our country.

The second step is to put the topic into a **real-life context** in order to give you the opportunity to do a **social analysis** of situations. However, there is no need for us to do this because you are probably employed, working for yourself or are preparing yourself for future employment. We all live and work in a real-life context already. Your experience of the work situation, the work experience of a significant other or your experience in dealing with retailers on a day-to-day basis will provide you with real-life contexts where you can observe psychology in action. To make this outcomes-based approach more practical, you need to analyse relevant problems and issues in the work context, in the community environment or in your private life.

The third step is to provide a solid **theoretical knowledge base** to provide you with a framework that will help to put Career Psychology into context. To assist you with this, we have prescribed a textbook that is based on the most recent research in the field of Career Psychology.

Fourthly, we would like you to ask yourself, **what can I do** with what I learned in the first three steps above in order to better myself, others, my organisation, my community and the environment? To find an answer you need to think and reflect on what you are learning. You therefore need to be consistently aware of the content of your studies in this course, and to find ways of applying your awareness in your work situation or community, and you need to think about how you can improve your method of doing things.

The last step involves **evaluation**, which covers academic assessment and self-evaluation. Here you have the opportunity to prove to yourself and others, by means of assignments and the examination, that you have succeeded in acquiring the necessary theoretical knowledge and that you are able to apply this knowledge successfully in practice.

Evaluation is based on **four outcomes**. This means that when you answer questions (be it assignment questions or examination questions) you need to prove that you

- **can explain why** (knowledge and understanding: *do I know the facts and concepts, and can I explain their uses?*)
- **can do something** (practical tasks/skills and the execution of certain practical competencies: *can I do or execute certain tasks (based on my knowledge of the study material), and do I have the required skills?*)
- **want to make a positive difference** (values: *what is in it for me and for others?, what is the value of my learning experiences to me, my work or society?, how can I make a difference through my practical contributions?*)
- **want to do it well** (attitude or mind set: *am I personally responsible?, how well do I do tasks or answer questions?, for example, why do I get a certain mark or what weight do I allocate to certain aspects, and do I complete or submit my assignments before or on the due date?*)
- **Applied competence** entails applying your knowledge, skills, values and attitude in three ways (National Training Board 1998):
- **practical competence** - a demonstrated ability to consider a range of options/possibilities and make decisions about practice
- **foundational competence** - a demonstrated understanding of what we are doing and why
- **reflexive competence** - a demonstrated ability to connect our understanding with our performance, so that we learn from our actions and adapt to changes and unforeseen circumstances

The above competencies emphasise the various levels of the course in Career Psychology. You should therefore be able to do more than simply reproduce or know the theory. This is what is expected from you at third-year level, particularly in this course in Career Psychology.

We put together fairly comprehensive assignments and activities in the study guide to provide you with examples of real-life situations. When working through the various scenarios, you will find that you have to display a number of different skills in order to complete the assignments. The purpose is to give you the opportunity to apply the above competencies at all levels. You will also encounter self-evaluation questions at the end of the compulsory assignment. These questions and other evaluation exercises will enable you to test your foundational competence. Your practical competence will be tested by the questions on the case studies and practical tasks in the study guide. Your reflective competence will manifest itself continuously as you work through the prescribed book, study guide activities, assignments and questions for self-evaluation.

We believe that more specific competencies are relevant and that you will use them during this course. What are these competencies we are referring to? Below is a list of some of the most important competencies (also referred to as critical-crossfield outcomes). The list is not exhaustive, but will give you a good idea of the typical competencies you should have. These are also the competencies that the South African government has listed as learning outcomes that are relevant throughout life (Department of Education 1998). These outcomes also apply to industrial psychologists, career counselors or human resources practitioners.

Learning skills: obtaining and exploring knowledge by using learning methods

Self-responsibility skills: demonstrating self-management by obtaining and exploring information to complete and submit tasks

Research skills: obtaining, analysing, organising, evaluating and reporting information

Problem-solving skills: considering information and selecting correct data or alternatives to solve set problems; developing creative and critical thinking

Teamship: working effectively with others

Communication skills: using various forms of communication

Technological and environmental literacy: utilising science and technology effectively and critically; being critical about and promoting the health of others and the environment

Developing a macrovision: recognising that various aspects relate to one another and that problems do not exist in isolation

Citizenship: taking responsibility by participating in the life of local, national and global societies

Cultural and aesthetic understanding: being sensitive to differences in and between groups

Employment-seeking skills: exploring education and occupational opportunities

Entrepreneurship: developing creativity and new opportunities

While studying, completing your assignments or applying the theory you have learnt to the work situation, you should try to be aware of your effectiveness at displaying and using the competencies listed above. This will give you a broader understanding of your own skills and acquired effectiveness.

The assignments will give you a good idea of what you can expect in the examination. It should be clear that we are interested not only in the reproduction of the given theory but also in your ability to create your own theory, based on the meaning that you give to concepts and their application in a given situation, be it a personal or an organisational context, or even a global scenario.

We trust that you will find this course in career psychology interesting and worthwhile, and that it will provide you with a broader perspective on the world we work and live in.

8.2 General assignment numbers

Assignments are numbered consecutively per module, starting from 01. **Assignments 01 and 02** consist of essay-type and paragraph-type questions with practical applications. You are advised to start the assignments immediately to ensure that you have enough time to complete them. In our experience, students who work consistently do better in the examination than those who merely comply with the minimum requirements.

Answering the assignment or examination questions

In order to prepare for the examination, please follow the guidelines for assignments provided below.

Answering paragraph-type/essay-type questions

Answers to these questions should be neatly written or typed.

Note the following guidelines on answering paragraph-type/essay-type questions:

- Read the questions very carefully and **answer only what is asked**. **No** marks are given for facts that have nothing to do with the question. Use your own words and do not copy directly from the study guide or prescribed book.
- Structure answers to long essay-type questions as follows:
- Use paragraphs.
- Include headings and subheadings.
- Number points/answers wherever possible.
- Answers should be concise and to the point. Marks are allocated for concepts and facts that are relevant to the question
- In “name-only questions” you should only **name** and number the answer or statements.
- Answer questions worth 5 marks in half a page to one page.
- Answer questions worth 10 marks in one-and-a-half to two pages.
- Answers to questions worth 15 marks should not exceed three pages.

Important information on the technical presentation of your assignment

- Number all the pages.
- Staple all the pages in numerical order.
- Try not to leave big open spaces or open pages.
- Do not write in the columns reserved for the tutor's comments.
- Make sure the details on your assignment cover are correct.
- Include all your answers.

8.2.1 Unique assignment numbers

See *assignments*.

8.2.2 Due dates of assignments

Since this module covers a wide field in career psychology, we suggest that you start working immediately. There are only three assignments (**Assignments 01 and 02**) because we have a short semester before the exams start.

The table below is a summary of your work programme for the semester. Please study it carefully and take note of the **closing dates** for assignments 01 and 02, which are **compulsory** assignments. The compulsory assignments contribute 10% towards your final examination mark.

Assignment number	Closing date	Unique number	Study unit
Compulsory assignment 01	Semester 1: 18 March 2014	861258	See assignment
	Semester 2: 02 September 2014	783646	
Compulsory assignment 02	Semester 1: 08 April 2014	883183	
	Semester 2: 1 October 2014	858505	

8.3 Submission of assignments

You may submit written assignments and assignments done on mark-reading sheets either by post or electronically via *myUnisa*. Do **not** submit your assignments by fax or email. For detailed information and requirements as far as assignments are concerned, see the brochure entitled *my Studies @ Unisa* that you received with your study material.

To submit an assignment **via myUnisa**:

- Go to *myUnisa*.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

8.4 Assignments**ASSIGNMENT 01: COMPULSORY ASSIGNMENT****SEMESTER 1****ASSIGNMENT 01: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 1****Closing date: Semester 1: 18 March 2014****Unique number: 861258****Total: 50 marks****Study material: Study Guide Units 1, 2, 3 and 4****QUESTION 1**

Explain the importance of self-actualisation in work and the crystallisation of a self-concept within a context of changing nature of work and careers. (Chapter 1) (10)

QUESTION 2

Discuss how career resilience relates to career progress and success in the new business environment. (Chapter 2) (10)

QUESTION 3

Differentiate between the characteristics of the plan-and-implement and test-and-learn career management models. (Chapter 3) (10)

QUESTION 4

Explain Super's views on self-concepts, career maturity, career adjustment, and life stages. (Chapter 4) (10)

QUESTION 5

Define and discuss the meaning of the concept "protean career". (Chapter 2) (10)

TOTAL: [50]

ASSIGNMENT 02: COMPULSORY ASSIGNMENT

SEMESTER 1

ASSIGNMENT 02: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 1

Closing date: Semester 1: 8 April 2014

Unique number: 883183

Total: 50 marks

Study material: Study Guide Units 5, 6, 7 and 8

QUESTION 1

Describe the establishment and achievement phases of the early life/career stage. (Chapter 5) (10)

QUESTION 2

Define the notion of working couples and describe the different family patterns. (Chapter 6) (10)

QUESTION 3

Evaluate organisational and individual interventions to promote authentic happiness. (Chapter 7) (10)

QUESTION 4

Define work engagement and describe its dimensions, psychological conditions and antecedents. (Chapter 7) (10)

QUESTION 5

Discuss succession planning as an organisational career support technique. Also explain the role of skills inventories in succession planning. (Chapter 8) (10)

TOTAL: [50]

ASSIGNMENT 01: COMPULSORY ASSIGNMENT

SEMESTER 2

ASSIGNMENT 01: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 2

Closing date:	2 September 2014
Unique number:	783646
Total:	50 marks
Study material:	Study Guide Units 1, 2, 3, and 4

QUESTION 1

Individuals' perceptions of the meaning of work in their lives influence the way they view their careers. Carefully read through the excerpts below and explain how variables such as spirituality at work and sense of belonging give meaning to people's work experiences. (Chapter 1) (10)

"Work serves a deeper underlying purpose. It satisfies the mind, body and soul. Work provides me with self-esteem and a sense of pride. Helping one earn one's way through life provides a sense of independence. Work serves as a spiritual fulfilment." (African male)

"Work is an activity that allows me to use the more truthful parts of myself. The present concerns me more than the future. My work is a fulfilling expression of who I really am. The pressures, time demands and fluctuating financial circumstances are part of this joy. None is pleasurable in isolation, but as part of the whole scheme of things, each is an integral part of this experience." (African male)

"Work means to belong to something bigger than oneself, and every person needs to feel that they belong. Work is also a means of income, to be able to have a family and live a life that is full of pleasure, happiness and adventure." (White female)

QUESTION 2

Define and discuss career contracts in the 21st century world of work. (Chapter 2) (10)

QUESTION 3

Discuss the concepts of career success, career self-management and career development as they apply to the 21st century world of work. (Chapter 3) (15)

QUESTION 4

Describe the contribution of Savickas's career construction theory and logotherapy to career development counseling in the modern workplace. (Chapter 4) (15)

TOTAL: [50]

ASSIGNMENT 02: COMPULSORY ASSIGNMENT

SEMESTER 2

ASSIGNMENT 02: ONLY FOR STUDENTS REGISTERED FOR SEMESTER 2

Closing date:	1 October 2014
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Unique number:	858505
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Total:	50 marks
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Study material:	Study Guide Units 5, 6, 7 and 8
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QUESTION 1

Discuss factors that can influence early retirement. (Chapter 5) (10)

QUESTION 2

An organisational climate satisfaction survey revealed that employees who prefer the lifestyle career anchor had higher levels of dissatisfaction with working hours than employees who prefer the entrepreneurial career anchor. Explain the concept of a career anchor and discuss the career motives and values of the lifestyle and entrepreneurial anchors. (Chapter 6) (10)

QUESTION 3

Distinguish between subjective, psychological and eudaimonic well-being. (Chapter 7) (10)

QUESTION 4

Discuss five (5) career development support techniques that organisations can offer employees to help them manage their careers more effectively. Also outline the typical ethical dilemmas that career counsellors and managers have to face in the workplace. (Chapter 8) (20)

TOTAL: [50]

9 EXAMINATIONS

For general information and requirements as far as assignments are concerned, see the brochure entitled *my studies @ Unisa* which you received with your study material.

- **Examination admission**

Please note: To enable you to benefit fully from our tuition and assessment, the management of Unisa decided to introduce at least **two compulsory assignments** in all modules for 2014. The compulsory assignments will be different for semesters 1 and 2, and you must do the assignment set for the semester in which you are registered.

You must submit **two compulsory assignments**. Please see the following box.

- **How will this work in practice?**

FINAL MARK = YEAR MARK + EXAMINATION MARK

Your year mark, based on the average mark obtained for the two compulsory assignments (each contributes 50%), contributes 20% toward your final examination mark, while your examination mark contributes 80%.

The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module/subject. However, you must obtain a minimum of 40% in the examination, regardless of your year mark. If you obtain less than 40% in the examination, you will fail.

For example:

Assignment marks of = 70% and 70% = $140/2 = 70\%$

20% of the assignment marks = 14%

Examination mark = 50%

80% of the examination mark = 40%

Final mark = (20% assignment marks) + (80% examination mark)

= 14% + 40%

= 54%

Remember that the better your assignment mark, the better your year mark. For example 80% = 16 year marks and 30% = 6 year marks. It is therefore imperative that you do well in both assignments to obtain the benefit of good marks to be added to your examination mark.

Please ensure that Assignment 01 reaches the Department of Student Assessment Administration (Assignments) at Unisa before or on 18 March 2014 for the first semester and 2 September 2014 for the second semester, and Assignments 02 before or on 8 April 2014 for the first semester and 1 October 2014 for the second semester. If your assignments are

not submitted on time, you will not gain examination admission, and you will not obtain a year mark.

- **Examination period**

This module is offered in a semester period of 15 weeks. This means that if you are registered for the first semester, you will write the examination in May/June 2014 and the supplementary examination will be written in October/November 2014. If you are registered for the second semester, you will write the examination in October/November 2014 and the supplementary examination will be written in May/June 2015.

The Examination Section will provide you with more information regarding the examination in general, examination venues, examination dates and examination times.

- **Examination paper**

You will receive more information on the examination in Tutorial Letter IOP3703 201/2014, which will be sent to you during the semester.

The examination paper will be made up as follows:

Total marks: 75
Pass mark : 50%
Duration : 2 hours

Possible short, paragraph-type questions will range from five marks to 15 marks. There may be a question worth 25 marks. Some questions may offer a choice among alternatives. (No multiple-choice questions will be asked.)

- **Previous examination papers**

Previous examination papers are available to students in the format of self-assessment questions in the study guide. We advise you, however, not to focus on old examination papers only as the content of modules and, therefore, examination papers change from year to year. You may, however, accept that the type of questions that will be asked in the examination will be similar to the self-assessment questions in your study guide which is compiled from previous examination papers.

Please note: An example of a previous examination paper will be provided in Tutorial Letter 201/2014.

- **Tutorial letter with information on the examination**

To help you in your preparation for the examination, you will receive a tutorial letter that will explain the format of the examination paper, give you examples of questions that you may expect and set out clearly what material you have to study for examination purposes.

10 OTHER ASSESSMENT METHODS

There are no other assessment methods for this module.

11 IN CLOSING

All the best with your studies in Career Psychology for this semester.

Do not hesitate to contact us should you have any difficulty with your studies.

Kind regards

Your lecturers

Prof. RM Oosthuizen

Mr. KP Moalusi

Mrs. RT Tladinyane

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