**OPA** Organisation of Professional
Associations of Sri Lanka

**CAREER GUIDANCE**

## How to Proceed to use the Website

1. Sign on to the system and create a username and password.

2. An option will be offered to make either direct keyword inquiries, for info on occupations/ training etc which will be require to type the necessary keyword to access the data in the system.

3. The second option will be to follow the complete path of, evaluation of attributes; selection of Major Discipline etc will require registration with all personal details.

4. The system will display nine attributes one at a time for the user to select any three items that are most relevant to them. The users may back track each attribute prior to final selection. Once selected the system will consolidate the details on the users selection and display for the user to review and confirm whether it describes the users attributes for acceptance.

5. If not accepted the user may back track and review the choices

6. If accepted the system will display the most likely major discipline and the sub categories within the discipline.

7. The user may review the sub-categories and make a further selection of the sub-categories

8. This will lead to all occupational opportunity under the sub-category to be displayed/scroll one by one for the users final selection.

9. University Degree aspirants- once a Major discipline and the selection confirmed and the occupation been selected and the next decision is, if the user aspires university Education by answering Attribute 1 in the Chart.

   If 'yes' Direct to UGC website and any other Private Training Institute/s and Professional associations registered with the website, providing similar services.

   On completion of review of the degree / Professional options, it is necessary to offer the user to review non degree Programs too, to be aware of options if unsuccessful, with university/Prof careers.

   If 'No' to University Education follow the system procedure as proposed. The next step is to review the list of occupations under the Major Disciplines and the selected sub headings. The related occupations will appear /scroll in alphabetic order for easy reference. Any selection will display a short introduction to the field and provide details of specific occupations.

10. On making the final selection the following data on the selected occupation will be available through the following icons:
    a. General description of the occupation.
    b. Work content.
    c. Work environment.
    d. Working conditions.
    e. Training opportunities.
    f. Career development path.
    g. Employment opportunities & indicative earnings
    h. World of work positioning of the Occupation

The user may scroll forward and back and examine, review multiple opportunities in the selected area.

11. On making a specific decision the user could forward the necessary details to his own e-mail address or printout the data from the website, for his guidance to follow up on the occupation.

12. The users may sign into the system at any time and follow up from where the previous inquiry ended. The system will maintain the records of users' progress.

It is intended to permit access to other websites which carry data on job opportunities, to provide a further phase in the process of career guidance.

The planned collaboration with Edex Website initially will provide an avenue for a job search.

## Sources of Data for provision of Career Guidance

### A. Occupations

1. The Federation of Chamber of Commerce Directory of Occupations.
2. OPA's Professional Associations' specifications on Occupations , professional qualifications and related data.
3. GTZ the German Aid Agency jobs and training sheets (JAT Sheets) for Technical and Vocational Trades.

### B. Learning and Training

a. The websites of University Grants Commission and all Govt. Technical and Vocational Training Institutes.
b. The websites of private training institutes engaged in technical and tertiary education activities who responded to our public advertisement for registration.
c. The professional associations providing learning and training facilities leading to expected occupational qualifications.

## C. World of Work

- Types of organizations/objectives etc
- Typical organization chart
- Common work opportunities/responsibilities
- Required attributes for employment
- Present employee statistics

a. The data collected at the Career Resource Forum Meetings conducted under the OPA Career Guidance Resource Centre on the development of a National Career Guidance Resource database.

b. Data contributed by The Ministry of Labour and Labour Relations and The National Youth Council.