Maklumat kerjaya

Maklumat kerjaya adalah satu susunan maklumat yang teratur yang boleh membantu individu memahami diri, mempelajari dunia pekerjaan serta mendapatkan pengalaman yang boleh membantu mereka membuat keputusan mengenai kerjaya.
Career Information

- Any form of information pertaining to jobs either printed or not
- An ordered presentation of a information on occupation or job or career
- Is a valid information and useful for any jobs discussed
Occupational information – about occupation

Career information – broader concept
Career advising and guidance

To assist a person in identifying what information they need, determining where such information can be obtained, ensuring that the information acquired is accurate and current, and planning how such information can be used as a basis for action.
Relationship Between Data and Decision Making

- Having reliable data is essential to career decision making.
- Data may be acquired from print sources, computer-assisted career guidance systems, websites, and/or people.
- The counselor’s role is to assist clients/students to turn data into information.
Because

Most available information does not ensure that it will be used effectively

Lots of information! Which one to choose! How reliable! Their integrity!
Uses of occupational information (Brown & Brooks, 1990)

- To clarify which occupational alternatives are congruent with client’s interests, skills, values, and current need of life situation
- To generate new occupational alternatives
- To narrow the number of occupational options currently under consideration
- To help inexperienced clients become familiar with the world of work
- To correct stereotyped or inaccurate impressions regarding specific occupations
- To motivate career decision making by illustrating rewards associated with career choices
Barriers and Decision Styles

- Clients/students may have difficulty dealing with data
  - because of physical, mental, or emotional deficits.
  - because of their usual decision-making style.
    - Planful
    - Agonizing
    - Impulsive
    - Intuitive
    - Compliant
    - Delaying
    - Fatalistic
    - Paralytic
Client/helpee Roles

- Complete the data-gathering homework given by counselor/helper.
- Apply data collected to personal career choices, aided by the counselor/guidance helper.
- Assume responsibility for their own decision making.
Counselor/helper Roles

- Select sources for data that are of high quality.
- Make sources of data known to clients and assist them to know how to use them.
- Assist clients to make meaningful use of data.
Principles for using information effectively

- Motivation
  For client’s benefit

- Evaluation of information

- Use of information
Types (nature) of career information

- Pre-occupational information – personal and occupational info
  Ex: Training needed, qualities of job holder

- Information about the occupation – Ex: Job descriptions, career path, salary, professional training
Example of Data Needed by Clients

- Occupational descriptions
- Descriptions of schools
- Descriptions of programs of study
- Descriptions of military occupations
- Descriptions of apprenticeships/internships
- Listing of jobs
- Descriptions of financial aid
Two broad information delivery system

- Non interactive – print, audio, paper and pencil, inventories

- Interactive – computer assisted career guidance systems, card sorts, structured interviews
Sources of information
(Brown & Brooks, 1990)

- Print Material
- Computer-based information system
- Audio-visual material
- Interviews
- Experience – first hand information and direct observation
- Comprehensive systems of information
Examples

- Printed material
  DOC – Dictionary of Occupational Classification – Jabatan Tenaga Kerja
  Buku kerjaya, career magazine such as job street, GRADUAN, university prospectus, pamphlets
Examples

- Computer-based computerized information and guidance, enjoyed by clients
  Ex: DISCOVER, SIGI Plus

Example in Malaysia?
Examples

- Audiovisual Materials

Collection of audio and video tapes (on academic major/program, specific occupation). Interactive video.

Good/not so good?
Example

- Experience

Direct experience such as job shadowing, volunteer work, internship. First-hand information and direct observation
Example

- Comprehensive systems of information

Standard information available to all.

Example: Info maintained by Kementerian Sumber Manusia, Jabatan Tenaga Kerja
Reasons for Combining Computer and Counselor or Guidance Helper

- Students/clients mask other problems under the rubric of career concerns.
- Some individuals do not profit from use of technology because of learning or personality style.
- Research indicates that the most effective intervention is a combination of technology and counselor support.
Advantages of Internet Delivery of Career Information and Interventions

- Provides access from many places, 24/7.
- Can serve very large and dispersed audience.
- Databases can be updated frequently from one central source.
- Linkages to other websites can be incorporated.
- Counselor support can be provided online.
Disadvantages of Internet Career Planning Services

- Access and operation may be slow.
- Use of audio and video may not be feasible because of bandwidth and other technical concerns.
- The Internet is not a secure environment.
Types of Computer-Assisted Systems

- **Assessment** - sole purpose of administering and interpreting assessment instrument(s)

- **Career information system** - includes several databases and search strategies through them

- **Career planning system** - in addition to above, provides assessment and a career planning process and stores a user record
Issues Related to Cybercounseling

- **Environment** - lack of face-to-face contact
- **Problems** - need to discern which can be dealt with in this mode
- **Clients** - need to discern who can profit from service in this mode
Issues Related to Cybercounseling, continued

- **Security** - need to protect confidentiality
- **Counselor training** - need to identify competencies and train for them
- **Supportive services** - need to discern when to refer
Career Resources

- Jabatan Tenaga Rakyat
- Kementerian Belia dan Sukan
- Kementerian Pendidikan Tinggi Malaysia
- Jabatan Perkhidmatan Awam
- Majlis Amanah Rakyat
- Pejabat Kedutaan dan Suruhanjaya Tinggi negara asing
- MACEE, British Council
- Employment agency
Physical Career Center

- Centrally located
- User-friendly
- Equipped with computers and Internet connections
- Equipped with video display devices
- Staffed with trained persons
- Organized by material type, content, career planning step, or life role
Virtual Career Center

- May include
  - assessment
  - linkages to websites that provide data resources
  - cybercounseling assistance