

I. Exploring Career Pathways Through Role-Play & Simulation

What's My Line? – Quickfire Challenge

Scenario 1: A customer is furious because their food is 30 minutes late. The restaurant is fully booked.

Scenario 2: A blueprint has a major error, but construction begins tomorrow morning.

Scenario 3: A student is crying in the hallway during dismissal.

What profession is involved? What should they do?

Higher Education Pathways

Structured and flexible routes that guide students from secondary education to post-secondary qualifications.

Purpose: skills development, progression, and access to career opportunities.

Type of Pathways – ACADEMIC

Academic routes focus on theory, research skills, and broad foundations for many careers.

Undergraduate:

Associate Degree (2 years)

Bachelor's Degree (3-4 years)

Graduate:

Master's Degree (1-2 years)

Doctoral Degree (3-7 years)

Type of Pathways – VOCATIONAL & TECHNICAL

Practical, job-focused training that prepares learners for immediate employment and technical careers.

Certificates & Diplomas

6 months – 2 years in technical schools or community colleges

Apprenticeships

Work based learning with classroom instruction in skilled trades

Traineeships

Similar to apprenticeships, but often shorter and less technical

Focus: Practical skills and job-specific training

Type of Pathways – FOUNDATION PROGRAMS

Foundation pathways prepare students academically and linguistically for successful transition into degree programs.

University Foundation Year

One-year programs preparing students for undergraduate studies

English Language Pathways

For international students who need to improve their language skills before starting a degree

Bridging Courses

Short programs to help students meet academic prerequisites

Types of Pathways – TRANSFER PATHWAYS

Transfer options reduce costs and increase flexibility, making higher education more accessible.

2+2 Programs

Starts with an associate degree at a community college, then transfer to a university for the final two years

Articulation Agreements

Formal partnerships between institutions that simplify credit transfer.

Types of Pathways – ONLINE & DISTANCE LEARNING

Remote and flexible options that broaden access and allow learners to balance study with work or other commitments.

MOOCs (Massive Open Online Courses)

Free or low-cost courses (some offer credentials)

Micro credentials

Short programs or courses that offer a targeted, focused approach to learning a specific skill. These are designed to provide practical, in-demand skills that can be applied immediately in the workplace.

Online Degrees

Fully accredited programs available remotely.

Blended Learning

Mix of online and on-campus instruction.

Types of Pathways – ALTERNATIVE PATHWAYS/RECOGNITION OF PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) values real-world experience and alternative evidence of competency.

Activity: simulate an RPL interview between assessor and candidate.

Portfolio Assessment

Demonstrating knowledge through a portfolio of work.

Credit for Work Experience

Some institutions grant academic credit for relevant job experience.

In the Philippines, the **Expanded Tertiary Education Equivalency and Accreditation (ETTEAP)** allows individuals with substantial work experience to earn college degrees without attending traditional classes.

Types of Pathways – SPECIALIZED OPTIONS

Tailored tracks for accelerated achievement, deep scholarship, or professional preparation.

Activity: mock application review and feedback session.

Honors Programs

For high-achieving undergraduates, often involving research

In an Honors program, students are tasked to complete a supervised independent research program related to the nature of their study.

This additional academic qualification can either be done simultaneously with your current Bachelor's Degree or as a standalone year-long course upon completing your undergraduate degree.

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4th Quarter

by: *billieeeee*

(Ma'am Carla Abana based)

Dual Degree/Double Majors

Earning two degrees simultaneously

Accelerated Programs

Faster completion (e.g., 3-year bachelor's, combined BA/MA)

Pre-Professional Programs

For careers like medicine, law, or education

Pathways Are Not Always Linear – Embrace Flexibility

Many learners change majors, transfer schools, return to education, or stack credentials. Successful pathways are iterative and learner-centered.

- Change Majors
- Transfer Institutions
- Stack Credentials
- Return to Study

Many students:

- Change majors
- Transfer institutions
- Return to education after working
- Stack credentials (e.g., certificate → diploma → degree)

II. Navigating Career Pathways: Equipping for Middle-Level Skills and Opportunities

Introduction

Navigating career pathways aligned with middle-level skills is critical to preparing individuals for meaningful employment and lifelong growth. Middle-level skills typically refer to competencies beyond basic education but not requiring a full university degree, often acquired through technical-vocational education, certifications, or associate degrees. Understanding how individuals choose these paths and how learning modalities support them is essential for educators, counselors, and policymakers.

Career Pathways: A Holistic Perspective

Zunker (2016) emphasizes that career development must consider the "whole person," including their values, circumstances, and cultural background, not just their skills. He explains that career paths are non-linear, shaped by a mix of internal and external factors, a perspective particularly relevant for middle-level careers. Early career programs in schools, such as assessments and job shadowing, are crucial for helping students align their education with these dynamic opportunities.

Influences on Career Choice: Social and Psychological Factors

The study by Asma Shahid Kazi and Abeeda Akhlaq (2017) identifies several key factors influencing students' career choices, particularly in developing contexts:

Parental influence: is the most significant factor. Parents' education, profession, and expectations often shape students' aspirations.

Peer influence and media exposure: also play a role, especially in shaping perceptions of what careers are prestigious or desirable.

Financial constraints: lead many students to choose careers that offer quicker entry into the workforce, making middle-level skill pathways more attractive.

Gender roles and societal expectations: can limit or direct career choices, especially for female students.

Interest and aptitude: remain central, but are often overridden by external pressures.

Career Preferences in the IT Sector: A Case Study

In the study of Mutanga et al. (2023) titled "Factors Affecting Career Preferences and Pathways: Insights from IT Students", it is explored how IT students make career decisions. Their findings are particularly relevant to middle-level skills, as many IT roles (e.g., network technicians, support specialists, etc.) fall into this category.

1. Motivations and interests

Motivations and interests, such as a passion for technology, problem-solving, and innovation, are strong drivers.

2. Industry trends and job market

Industry trends and job market demands significantly influence choices. Students are more likely to pursue paths with clear employment prospects.

3. Personal experiences

Personal experiences, such as exposure to coding or tech clubs in school, shape early interest and confidence.

4. Learning Modalities

Learning modalities that are hands-on, project-based, and industry-aligned (e.g., internships, bootcamps, certifications, etc.) are preferred and more effective for skill acquisition.

Learning Modalities for Middle-Level Skills

Flexible and Modular: Allowing learners to upskill or reskill as needed.

Competency-based: focusing on mastery of specific skills rather than seat time.

Blended or Hybrid: Combining online learning with hands-on practice.

Work Integrated: Including apprenticeships, internships, and industry partnerships.

III. Types of Employment

Employment types describe the nature of a work arrangement and are primarily categorized by work hours, duration, and the relationship between the worker and the employer. They can vary significantly, impacting everything from pay and benefits to job security and flexibility.

By Work Hours and Duration

1. Full-time:

This is the most common and traditional form of employment. Full-time employees typically work a standard number of hours per week, usually 35-40, and receive a consistent salary and comprehensive benefits like health insurance, paid time off, and retirement plans. They are considered permanent and have job security.

Example: An accountant who works from 9 a.m. to 5 p.m. Monday through Friday, at a single company.

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2. Part-time:

This is when employees work fewer hours than their full-time counterparts, often less than 30 hours per week. Their schedules can be regular or flexible, and they are typically paid an hourly wage with limited or no benefits.

Example: A college student who works a few shifts a week at a bookstore to earn extra money while attending school.

3. Casual:

It is when employment is based on an as-needed basis with no guaranteed hours. Workers can accept or decline work offers as they come. This type of work is flexible but provides no job security or paid leave.

Example: A banquet server who is called in to work for specific events, like weddings or conferences, and is only paid for the hours they work at that event.

4. Seasonal:

These employees are hired for a specific, recurring time of the year when a business's activity increases. Their employment is temporary and ends when the season is over.

Example: A retail worker hired to help with the holiday rush from November to January.

5. Contractual:

One is hired for a fixed period of time or for a specific project. Their employment is governed by a contract that outlines the start date, end date, scope of work, and pay.

- When the contract expires or the project is complete, the employment ends.

Example: A software developer hired for a 9-month contract to build a new mobile app.

6. Freelance:

One is a self-employed individual who works for multiple clients on a per-project or per-task basis. They operate their own business, set their own hours, and are responsible for their own taxes and benefits.

Example: A freelance writer who writes articles for several different online magazines, managing their own deadlines and invoices for each client.

7. Gig:

This employment is a subset of freelance work, characterized by short-term, on-demand jobs, often facilitated by a digital platform. The worker is an independent contractor, not a traditional employee.

Example: A rideshare driver who uses an app to get paying customers, working whenever they choose to log in.

SKILLS PROFILE FOR EMPLOYMENT

RESUME

A resume originated from the French word *résumé*, which means "summary." It is a concise document that highlights your education, work experience, and other qualifications, such as your skills and strengths.

These are the kinds of information or qualifications that a future employer might look for in the job you are applying for. A resume usually accompanies an application or cover letter, so it is recommended that you prepare the resume first, as the information you include there will form the basis of your letter.

How to write a Resume

Component Spotlight

1. Objective
2. Education
3. Honors and Awards
4. School Activities
5. Work Experience
6. Enrichment Activities
7. References

OBJECTIVES

This informs the reader of the specific purpose of your resume, such as application for a job or a degree program. Take care to make it specific, focused on the audience's needs, and concise.

JOB OBJECTIVE: Seeking a full-time position as a food server with Ibarra Cafe utilizing knowledge of food and beverages service to provide excellence in hospitality services

EDUCATION

This lists the schools you have attended. You may include your class rank, average or honors/advanced courses you may have taken, if these are noteworthy.

EDUCATION:

▪ Certificate in Food and Beverage Service, TESDA	March 2015
▪ High school diploma, Leonor Rivera High School, Laguna	March 2014
▪ Graduated with honorable distinction (GWA of 88)	

HONORS AND AWARDS

This lists any academic and extracurricular recognition you may have received. It gives the reader a short description of the award and tells the reader when you won it.

SCHOOL ACTIVITIES

This enumerates your experience in school, including clubs, class projects, sports, etc. You ought to be descriptive in this section to give the reader a good grasp of your experience. You can do this by including the period you were involved, your duties and specific contributions.

EXTRACURRICULAR ACTIVITIES:

- President, Home Economics Society, Leonor Rivera June 2013-March 2014
- *Club Excellence Awardee, 2014*
- Evaluated club meetings and projects
- Sets goals for club's priorities and projects
- Presided over weekly club meetings
- Solved problems arising project implementation
- Led the club in the organization's food selling booth during the school fair
- Member, Girl Scouts of the Philippines June 2012-March 2014

EXPERIENCES

- This reveals any relevant work experience you may have had.

- Include your job title, the name of the organization, the dates of your employment, and your specific duties and accomplishments. Show tasks that reveal your technical, communication, leadership, and interpersonal skills.

ENRICHMENT

This details any other projects, skills, programs, relevant hobbies, or experiences that strengthen your application.

SPECIAL SKILLS:

- Fluent in oral and written English and Filipino
- Knowledgeable in MS Office Applications
- Flexible; team player; goal-oriented; persistent

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REFERENCES

For many employers, references are used to confirm many of the positive attributes they observed during the interview and to verify details of your work history that you may have shared. For this reason, they aren't typically a part of the application or early interview process.

REFERENCES:

Mrs. Pia Ramirez
Manager, Jollibee Intramuros Branch
pia.ramirez@jollibee.com.ph | (0918)4567890

Mr. Peter Castro
High School teacher, Leonor Rivera High School
p.castro@deped.edu.ph | (0923)1357924

TYPES OF RESUME

1. Chronological
2. Functional
3. Combination

1) Chronological

The "classic" resume format, the chronological resume focuses on your work experience listed in reverse chronological order (most recent first). It highlights your career progression and is ideal for applicants with a strong, linear work history and relevant experience for the target job.

PROS:

1. Easy to read and follow for employers.
2. Clearly demonstrates career progression and stability.

CONS:

1. May not be suitable for applicants with gaps in employment or career changes.
2. Less effective in highlighting transferable skills if prior roles were unrelated to the target job.

2) Functional

This format emphasizes your skills and accomplishments rather than your work history. It's a good choice if you have:

1. Limited or varied work experience.
2. A career change or gaps in employment.
3. Transferable skills from different experiences.

The functional resume categorizes skills relevant to the job and provides brief examples of how you've utilized them.

PROS:

1. Places the spotlight on skills and achievements, ideal for showcasing transferable skills.
2. Can downplay gaps in employment history.

CONS:

1. Less traditional format, some employers might find it less familiar.
2. Can be challenging to tailor for specific jobs as work experience details are less prominent.

3) Combination

This hybrid approach blends the strengths of the chronological and functional formats. It lists work experience in reverse chronological order but also incorporates a skills section highlighting relevant abilities.

PROS:

1. Provides a well-rounded overview of both skills and experience.

2. Offers flexibility to showcase both aspects strategically.

CONS:

1. Requires careful balance to avoid redundancy.
2. May not be necessary for everyone, especially with a clear and strong work history.

Features of an Effective Resume

Targeted and Tailored:

A strong resume is not a one-size-fits-all document. It should be tailored to each specific job you apply for. This means highlighting the skills and experiences most relevant to the job description.

Clear and Concise Formatting:

Readability is crucial. Your resume should be well-organized and easy for a hiring manager to scan quickly. This includes using clear headings, bullet points, and consistent formatting throughout.

Action-Oriented Language:

Focus on showcasing your achievements and how you've made a positive impact. Utilize action verbs to describe your past experiences and quantify your results whenever possible.

IV. College Admission Letter

Academic versus Professional Writing

ACADEMIC

- Both are formal, concise, substantive, based on reality, and meant to inform people.

:academic writing is meant for school

- Between the two, academic writing tends to be longer, with complete sentences and paragraphs

PROFESSIONAL

- Both are formal, concise, substantive, based on reality, and meant to inform people.

:professional writing is meant for workplace

Professional writing tends to be shorter and more straightforward, especially when a boss releases a memorandum instructing people what to do.

College Admission Letter

It is referred to as the "letter of intent," it is a single page letter required for college and university admission. The sender writes a letter to briefly discuss his intention for attending the college program.

How do I write a College Admission Letter

Before you write a college admission letter, you must do the following

- determine the program you want to take,
- followed by a thorough research on program structure.

the course, your achievements, and future goals

- decide the format to use in writing a letter.

- If there is no required format, write the letter in a full block style, meaning all parts are aligned to the left, with the format of one-inch margin, twelve-point font size, and single-spaced paragraph.

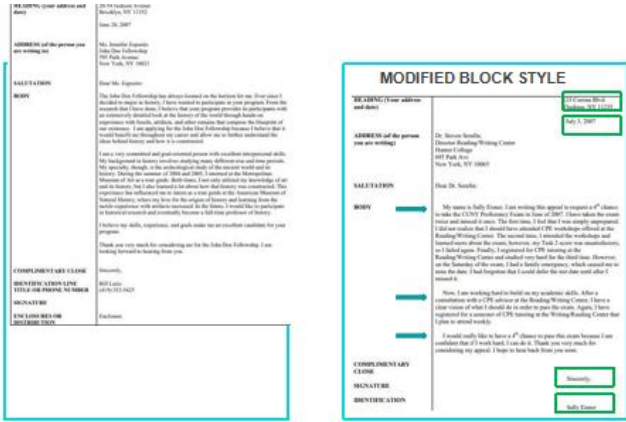
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Letter Format



Parts of College Admission Letter

1. Heading, Date and Inside Address

- Write on the top left the heading that includes your complete address and zip code
- It is the address of the sender.
- The date should be fully spelled out.
- address contains the name of the college or university admission head, his job title (if applicable) and the address of the university.
- It is the address of the receiver.
- Skip a line between the heading, date, and inside address.

Example of Heading, Date and Inside Address

Sival St. Carian Centro,
Tuguegarao City 3500

May 12, 2020

Ms. Zenaida Estil, MSIT
Officer-in-Charge, Admission Section
Office of the University Registrar
St. Paul University of the Philippines
Mabini St. Ugc. Norte, Tuguegarao City 3500

2. Greeting or Salutation

- It starts mostly with the word "Dear" followed by the last name of the receiver.
- End the salutation with a colon (:)
- been obtained, address it as "Ma'am/Sir".

Example of Greeting or Salutation

Dear Ms. Estil:
or
Dear Ma'am/Sir:

3. Body

- The main part of the letter which includes the course you are interested in, reason for choosing the university, description of interest, the basis for them to consider your application, and plans, if any.
- Last part will be your request to consider your application for admission and information on how to contact you.

Example:

I am writing to inform you of my interest in applying for Bachelor of Science in Nursing at your prestigious university - St. Paul University of the Philippines.

I am enthusiastic to conduct researches in science. As shown in my scholastic achievements and the documents attached, I am part of the team that ranked second in the recent National Science Investigatory Project. The university offers the best tertiary education in the country and is at its prime in research and publication. Because of this, studying at the university would help me improve my research skills as I deepen my knowledge of biological science.

I plan to allot most of my time, during and after my studies, in conducting biological research. I envision myself being research for the benefit of my countryman.
I hope for your kind consideration. For any questions or concern, contact me at this number (0915-123-4567).

4. Complimentary Close

- This is a polite way of finishing the letter.
- Remember that it always ends with comma (,)

Example:

Sincerely,
or
Respectfully yours,

5. Signature and Sender's Identification

- This is the last part of the letter.
- Write your name on the first line and your title if applicable) on the second line.
- Then sign directly above the first line.

Example:

(Signature)
Juan Dela Cruz

Tips in Writing a College Admission Letter

1. In writing a college admission letter, use a full-block style or the format prescribed by the college.
2. Make sure that it is written in a positive tone, well written and free of

Business Email

What will we need?

- Professional email address
- Tech device with internet access

What is a Business Email?

- A pillar of modern communication
- Must have only one (1) purpose
- Should cover only one specific item, task, or request
- Should be easy for the recipient to understand, process, and act upon
- Should be professional but brief.
- Should have enough information to allow a complete response

Parts of an Email Window

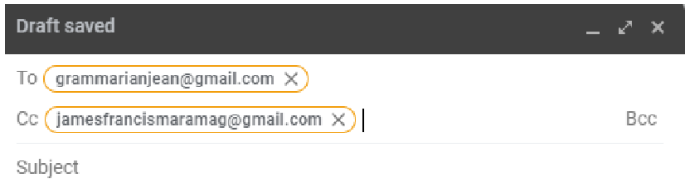
1. To

- Whom the email is addressed
- Recipient of the email
- Direct audience who needs to reply or take action from the email content (Cullen, 2019)



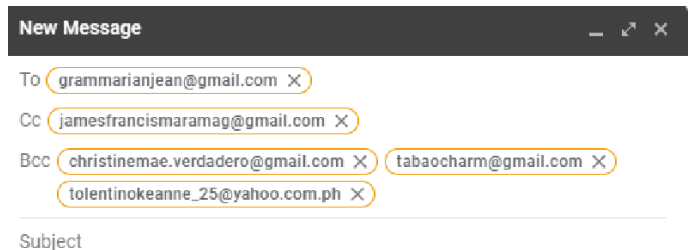
2. CC

- aka "Carbon Copy"
- for readers who need to receive the email conversation for reference or clarity, but do not need to take action nor reply (Cullen, 2019)



3. BCC

- aka "Blind Carbon Copy"
- for audience who only needs to see the initial email and none of the later chain of replies (Cullen, 2019)
- a way of sending emails to multiple people without them knowing who else is getting the email (Emerson, 2012)



Parts of an Email Message

1. From

- Whom the email is from
- Sender of the email
- Only appears in an email received or in an email you sent

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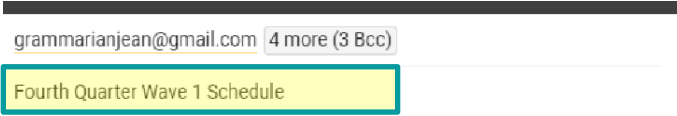
2. Date

Specifies the exact date and time of receipt of email

Parts of a Business Email

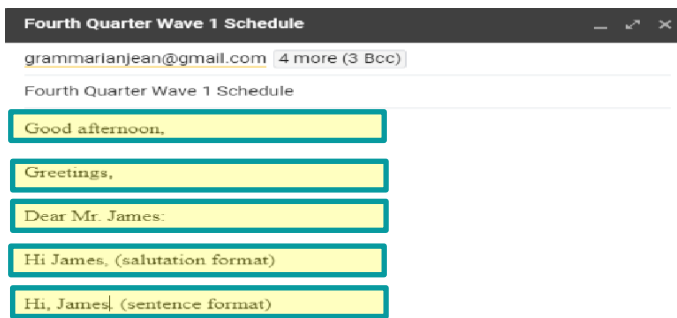
1. Subject Line

- the email's headline
- should be a 3- to 8- word overview of the content
- clear and descriptive



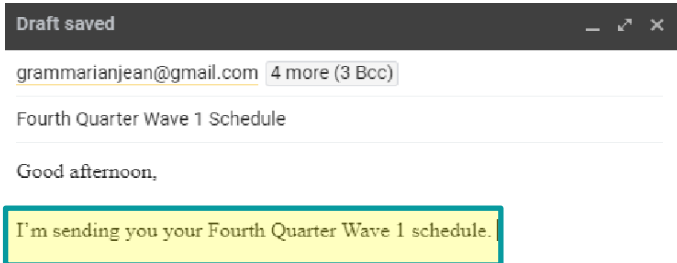
2. Greeting

- Professional
- Concise
- Addresses the recipient by name



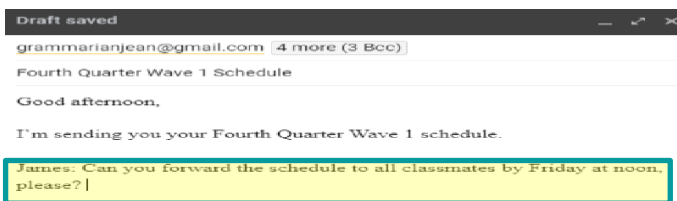
3. Purpose

- Each email should clearly address just one thing, one purpose
- The task/request/information should be presented clearly and directly after the pleasantries.

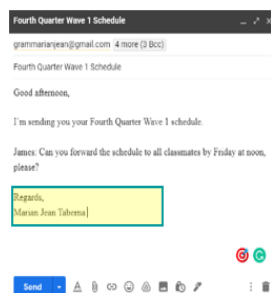


4. Call to Action

- Found near the end of the email
- Specific that it should accomplish one task
- Includes the specific action and the timeline

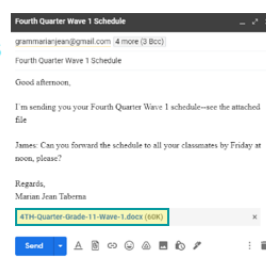


5. Closing



- ✓ Indicates that the email is complete
- ✓ Not a requirement in modern email writing, but a brief, polite phrase will nicely round out your email
- ✓ Include your complete contact info
- ✓ Email signature

6. Attachments



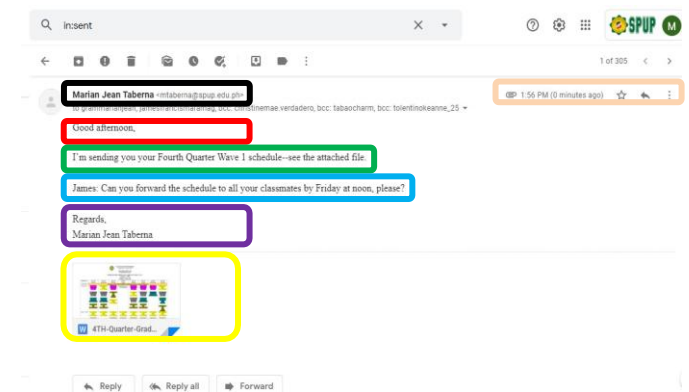
- ✓ Attachments or links referenced earlier in the email message must be included
- ✓ Name the file so that it is clearly identified
- ✓ Include the document title in parenthesis immediately after you mention it in the email.

- Don't make the reader go hunting for the information they need

- Attach the file you want to send before you start writing.

document within the main body of text ("Please find attached..."; "you'll find the report attached").

Business Email



General Tips in Writing:

1. Follow a formal writing style.
2. Focus on the subject
3. Do not mix two or three unrelated topics.
4. Make sure that it is written in a positive tone, well written and free of errors.

IV. Entrepreneurial Path

Career Readiness isn't just about getting a job; it's about building the skills to create one.

Entrepreneurship is the ultimate career readiness activity.

It requires:

Critical Thinking: Spotting gaps in the market.

Resource Management: Doing more with less.

Professionalism: Complying with legal standards.

The Mindset of an Opportunity Seeker

Entrepreneurs don't wait for opportunities; they actively scan the environment.

Opportunities often arise from:

Problems: What frustrates people?

Changes: New technology, laws, or trends.

Gaps: What is missing in the current market?

School Snack Stand

A group of students plan to start a snack stand on campus, selling popular and healthy snacks during recess and lunch breaks. They need to consider what snacks students would buy, how much to

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charge, where to set up the stand, and how to promote it among classmates.

School Supplies Shop

A student entrepreneur wants to create an online shop selling school supplies like notebooks, pens, and art materials, targeting fellow students who prefer online shopping. The group can discuss who the customers are, how to get suppliers, how to deliver orders, and what payment methods to use.

1. What factors make this business opportunity feasible?
2. Who are the potential customers or clients for this business?
3. What challenges or risks can you identify in this business scenario?
4. How would you improve or adapt this business opportunity to increase its success?

Entrepreneurship skills

refer to the knowledge, attitudes, and competencies that enable individuals to identify opportunities, create and manage businesses, and sustain economic activities.

Cognitive and Planning Skills

- the ability to think critically, make informed decisions, set realistic goals, and devise effective strategies for business development.

Business and Financial Skills

competence in managing resources, budgeting, pricing, and maintaining financial records to ensure profitability and sustainability.

Interpersonal and Communication Skills

The capacity to interact effectively with others, negotiate, lead teams, and maintain professional relationships in various business contexts.

Digital and Innovation Skills

Proficiency in utilizing technology and innovative approaches to enhance business operations, marketing, and customer engagement.

Familiarizing with Business Opportunities

Business opportunities are situations where entrepreneurs can invest resources to achieve goals, often identified through market trends, economic shifts, or new technologies.

Online Business Opportunities

Dropshipping: Sell products to customers without holding any inventory; a supplier ships directly to your buyer.

store to sell a variety of products, including electronics, fashion, and food.

Print-on-Demand: Design and sell custom products, such as t-shirts, without managing inventory or production.

Freelancing: Offer services like web design, content writing, or consulting online through platforms or by reaching out to clients directly.

Digital Products: Create and sell items like e-learning courses, e-books, or digital designs to a wide audience.

Affiliate Marketing: Earn a commission by promoting other companies' products and services on your website

or social media.

Service-Based Business Opportunities

Cleaning Services: Offer home or office cleaning to individuals or businesses.

Pet Sitting/Walking: Provide care for pets while their owners are away.

Event Management: Organize and manage events for clients.

Lawn Care: Offer maintenance services for lawns and gardens.

Tutoring: Help students with various subjects, either online or in person.

Physical Product & Niche Opportunities

Handmade Goods: Create and sell unique items like crafts or art on platforms such as Etsy.

3D Printing: Offer 3D printing services or sell 3D-printed products.

Secondhand Clothing: Resell pre-owned clothing, which is a popular and ethical way to start a retail business.