



My SKILLSfuture

User Guide on World of Work
(Primary)



SKILLSfuture SG



An initiative of:
SKILLSfuture

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1 WORLD OF WORK



The **World of Work** menu is your access point to the **Singapore Industry Landscape** and **Learn About Job Roles** landing pages. The section allows you to learn about various job roles in the different industries.

1.1 SINGAPORE INDUSTRY LANDSCAPE



Figure 1-1: Singapore Industry Landscape (World of Work)

The **Singapore Industry Landscape** is an interactive page for you to learn about the various industries. There are 31 of these industries as “hotspots” (Figure 1-1) for you to click and display detailed information.

The industries are arranged in alphabetical order for you to navigate by clicking on the  and  buttons or the alphabetical index.

<p>1. Click World of Work > Singapore Industry Landscape from the drop-down menu. The Singapore Industry Landscape page is displayed.</p>	
<p>2. Click on any of the industry icons. These industries are arranged in alphabetical order. Example: Click “Air Transport”.</p>	
<p>3. A quick summary of the Air Transport industry is displayed. To view more details about this industry, click the “Learn More” button.</p>	

4. You will be directed to the **Singapore Industry Landscape Detail Page**.

The information on the Air Transport industry is displayed:

- Background
- Facts and Figures
- Environment
- Related Links

5. Another way to access the **Singapore Industry Landscape Detail page** is to click “Select Industry” on the **Singapore Industry Landscape page**.

To find out more about a specific industry, select one from the drop-down list.

1.2 LEARN ABOUT JOB ROLES

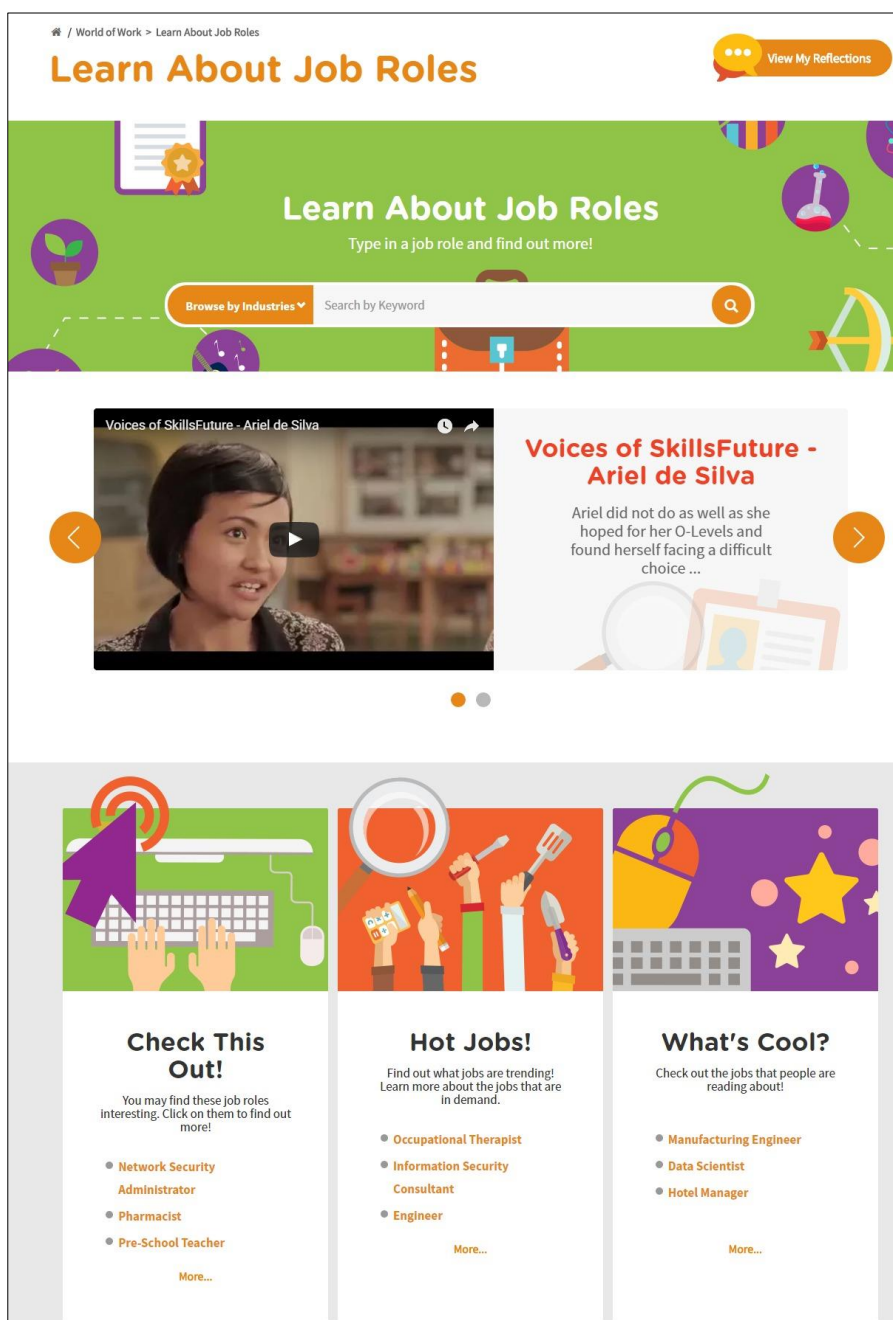


Figure 1-2: Learn About Job Roles (World of Work)

Get detailed information about job roles in the industries in Singapore in the **Learn About Job Roles** (Figure 1-2) section.

Use the search bar to search for jobs with keywords or select an industry from the **Browse by Industries** drop-down menu.

Read about interesting, trending and popular jobs such as **“Check This Out!”**, **“Hot Jobs!”** and **“What’s Cool?”**

<p>1.</p>	<p>Click World of Work > Learn About Job Roles from the drop-down menu.</p>													
<p>2.</p>	<p>Enter a keyword. Example: “pilot”. The system will suggest keywords or phrases as you type.</p>													
<p>3.</p>	<p>Or, explore job roles by clicking on the Browse by Industries drop-down menu. Example: Select “Retail”.</p>													
<p>4.</p>	<p>Jobs found under this industry will be listed. Click on a job role. Example: “Cashier”.</p>	<table border="1"> <thead> <tr> <th>Job Role</th> <th>Typical Education</th> <th>Fields of Study</th> </tr> </thead> <tbody> <tr> <td>CASHIER</td> <td>NO FORMAL QUALIFICATION/PRE-PRIMARY/ LOWER PRIMARY</td> <td>BANKING, INSURANCE AND FINANCIAL SERVICES N.E.C. (INCLUDING COMPUTATIONAL FINANCE)</td> </tr> <tr> <td>TELEMARKETER</td> <td>SECONDARY</td> <td>SALES AND MARKETING N.E.C.</td> </tr> <tr> <td>TICKETING OFFICER</td> <td>POST-SECONDARY (NON-TERTIARY); GENERAL & VOCATIONAL</td> <td>TRAVEL/TOURISM SERVICES</td> </tr> </tbody> </table>	Job Role	Typical Education	Fields of Study	CASHIER	NO FORMAL QUALIFICATION/PRE-PRIMARY/ LOWER PRIMARY	BANKING, INSURANCE AND FINANCIAL SERVICES N.E.C. (INCLUDING COMPUTATIONAL FINANCE)	TELEMARKETER	SECONDARY	SALES AND MARKETING N.E.C.	TICKETING OFFICER	POST-SECONDARY (NON-TERTIARY); GENERAL & VOCATIONAL	TRAVEL/TOURISM SERVICES
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5. The selected **Job Role Detail** page is displayed.

The screenshot displays the 'Cashier' job role detail page. At the top, the title 'Cashier' is shown with the industry 'RETAIL'. Below this are 'Add to Favourite' and 'Add to Compare' buttons. A 'Find Out More!' section contains three tabs: 'Job Role Description', 'Tasks', and 'Qualifications'. The 'Job Role Description' tab is active, showing a detailed text description of the role. Below this is a 'Photos' section with two images of cashiers at workstations, flanked by navigation arrows.

Cashier
INDUSTRY: RETAIL

Add to Favourite Add to Compare

Find Out More!

Job Role Description

The Cashier handles payments from customers in supermarkets, departmental stores, cinemas, restaurants and many other businesses. He/she adds up bills and receive money. He/she returns change and gives receipts. He/she may also re-stock shelves and mark prices. He/she may rearrange displays of merchandise and perform stocktaking. The Cashier in many places uses cash registers. These cash registers print a description of the item and the amount paid on a paper tape.

Tasks

- Give good customer service.
- Handle cash with integrity and honesty.
- Perform high level of eye-hand co-ordination.
- Perform the same work accurately.
- Process payments, receive money, return change and issue receipts to customers.
- Work well with numbers.


Qualifications

Primary education without PSLE/PSPE certification or their equivalent

Photos

1.3 MY REFLECTIONS (WORLD OF WORK)

Record your thoughts on **World of Work** via **My Reflections**.

<p>1. Click View My Reflections.</p>	
<p>2. Record your thoughts by answering the questions.</p>	