



APPENDIX E

The Product Coding Matrix

The Product Coding Matrices (one for each phase) can be used to code career information resources.

- List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table provided, and
- Review each resource and check which, if any, of the 11 career management competencies the component primarily addresses.

Example of Product Coding Matrix: Phase IV

RESOURCE: SEVEN LESSONS IN CAREER DEVELOPMENT								REVIEWER: CJ										
SECTIONS:	Chapter One	Chapter Two	Chapter Three	Chapter Four	Chapter Five	Chapter Six	Chapter Seven	Unit 1	Unit 2	Unit 3	Unit 4	Facilitator Guide	Participant Manual	Reference Software	Q & A	Video	CD-ROM	
CAREER MANAGEMENT COMPETENCIES																		
AREA A: PERSONAL MANAGEMENT																		
1.4 Improve on abilities to maintain a positive self concept	✓			✓			✓	✓	✓		✓	✓	✓		✓		✓	
2.4 Improve abilities for building positive relationships in life and work			✓		✓	✓			✓			✓	✓		✓		✓	
3.4 Develop strategies for responding to life and work changes	✓						✓					✓	✓		✓		✓	
AREA B: LEARNING AND WORK EXPLORATION																		
4.4 Participate in continuous learning supportive of career goals	✓	✓			✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
5.4 Use career information effectively in the management of your career		✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
6.4 Incorporate your understanding of changing economic, social and employment conditions into your career planning		✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
AREA C: CAREER BUILDING																		
7.4 Improve on abilities to seek, obtain/create and maintain work			✓	✓		✓												
8.4 Incorporate realism into your career decision-making				✓														
9.4 Incorporate life/work balance into career building				✓														
10.4 Seek to eliminate gender bias and stereotypes in your career building					✓		✓											
11.4 Manage your career building process		✓																
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																	

Product Coding Matrix: Phase I

RESOURCE:							REVIEWER:												
SECTIONS:																			
CAREER MANAGEMENT COMPETENCIES																			
AREA A: PERSONAL MANAGEMENT																			
1.1 <i>Build a positive self concept while discovering its influence on yourself and others</i>																			
2.1 <i>Develop abilities for building positive relationships in life</i>																			
3.1 <i>Discover that change and growth are part of life</i>																			
AREA B: LEARNING AND WORK EXPLORATION																			
4.1 <i>Discover lifelong learning and its contribution to life and work</i>																			
5.1 <i>Understand the nature of career information</i>																			
6.1 <i>Discover how work contributes to individuals' lives</i>																			
AREA C: LIFE/WORK BUILDING																			
7.1 <i>Explore effective ways of working</i>																			
8.1 <i>Explore and improve decision-making</i>																			
9.1 <i>Explore and understand the interrelationship of life roles</i>																			
10.1 <i>Discover the nature of gendered life and work roles</i>																			
11.1 <i>Explore the underlying concepts of the career building process</i>																			
List the components of the resources under review as column headings in the table above. Then review each resource and check which competencies the component primarily addresses.																			

Product Coding Matrix: Phase II

RESOURCE:							REVIEWER:																	
SECTIONS:																								
CAREER MANAGEMENT COMPETENCIES																								
AREA A: PERSONAL MANAGEMENT																								
1.2 <i>Build a positive self concept and understand its influence on life, learning and work</i>																								
2.2 <i>Develop additional abilities for building positive relationships in life</i>																								
3.2 <i>Learn to respond to change and growth</i>																								
AREA B: LEARNING AND WORK EXPLORATION																								
4.2 <i>Link lifelong learning to personal career aspirations</i>																								
5.2 <i>Locate and use career information</i>																								
6.2 <i>Understand how work contributes to the community</i>																								
AREA C: LIFE/WORK BUILDING																								
7.2 <i>Develop qualities to seek and obtain/create work</i>																								
8.2 <i>Link decision making to career building</i>																								
9.2 <i>Explore and understand the interrelationship of life roles</i>																								
10.2 <i>Explore non-traditional life and work options</i>																								
11.2 <i>Understand and experience the career building process</i>																								
INSTRUCTIONS:							List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																	

Product Coding Matrix: Phase III

RESOURCE:							REVIEWER:											
SECTIONS:																		
CAREER MANAGEMENT COMPETENCIES																		
AREA A: PERSONAL MANAGEMENT																		
1.3 <i>Develop abilities to maintain a positive self concept</i>																		
2.3 <i>Develop abilities for building positive relationships in life and work</i>																		
3.3 <i>Learn to respond to change that affects your well-being</i>																		
AREA B: LEARNING AND WORK EXPLORATION																		
4.3 <i>Link lifelong learning to the career building process</i>																		
5.3 <i>Locate and evaluate a range of career information</i>																		
6.3 <i>Understand how societal needs and economic conditions influence the nature and structure of work</i>																		
AREA C: LIFE/WORK BUILDING																		
7.3 <i>Develop abilities to seek, obtain/create and maintain work</i>																		
8.3 <i>Engage in career decision-making</i>																		
9.3 <i>Link lifestyles and life stages to career building</i>																		
10.3 <i>Understand and learn to overcome stereotypes in your career building</i>																		
11.3 <i>Take charge of your career building process</i>																		
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																	

Product Coding Matrix: Phase IV

RESOURCE:							REVIEWER:										
SECTIONS:																	
CAREER MANAGEMENT COMPETENCIES																	
AREA A: PERSONAL MANAGEMENT																	
1.4 Improve abilities to maintain a positive self concept																	
2.4 Improve abilities for building positive relationships in life and work																	
3.4 Develop strategies for responding positively to life and work changes																	
AREA B: LEARNING AND WORK EXPLORATION																	
4.4 Participate in continuous learning supportive of career goals																	
5.4 Use career information effectively in the management of your career																	
6.4 Incorporate your understanding of changing economic, social and employment conditions into your career planning																	
AREA C: LIFE/WORK BUILDING																	
7.4 Improve on abilities to seek, obtain/create and maintain work																	
8.4 Incorporate realism into your career decision-making																	
9.4 Incorporate life/work balance into career building																	
10.4 Seek to eliminate gender bias and stereotypes in your career building																	
11.4 Manage your career building process																	
INSTRUCTIONS:	List the components (eg chapters, software components, exercises, sessions, units, lesson plans) of the resources under review as column headings in the table above. Then, review each resource and check which, if any, of the 11 career competencies the component primarily addresses.																

