higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

10 November 2022

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	B		
	1.1.2	B		
	1.1.3	C		
	1.1.4	A		
	1.1.5	C		
	1.1.6	B		
	1.1.7	C		
	1.1.8	B		
	1.1.9	A		
	1.1.10	C		
			(10 × 1)	(10)
1.2	1.2.1	False		
	1.2.2	False		
	1.2.3	True		
	1.2.4	False		
	1.2.5	False		
	1.2.6	False		
	1.2.7	True		
	1.2.8	False		
	1.2.9	True		
	1.2.10	True		
			(10 × 1)	(10)
1.3	1.3.1	G✓✓		
	1.3.2	A✓✓		
	1.3.3	M✓✓		
	1.3.4	D✓✓		
	1.3.5	J✓✓		
	1.3.6	B✓✓		
	1.3.7	I✓✓		
	1.3.8	L✓✓		
	1.3.9	F✓✓		
	1.3.10	K✓✓		
	1.3.11	C✓✓		
	1.3.12	H✓✓		
	1.3.13	E✓✓		
	1.3.14	R✓✓		
	1.3.15	P✓✓		
			(15 × 2)	(30)
				[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1
- Day mothers
- Playgroups (2)

2.2 Day mother:
- May look after a maximum of six children at home without the registering with relevant department.
- Day mother who look after children for private income.
- The age varies from birth up to school going.

Playgroup:
- This usually offered for children in the morning for a maximum of five hours.
- It can be offered every day or only on certain days of the week.
- Playgroups usually formed by six up to twenty children in a group.
- Playgroups do not register with any department.

(3 × 2) (6)

2.3 (a) Alternative care or bringing up someone else's child as if they were one's own.

(b) Usually substitute care for children whose parents are completely unavailable for a number of possible reasons for example being abandoned by their parents or both parents passed away.

(c) Helps to correct particular difficulties the child has and it focus on mental difficulties or others concentrate on physical handicaps.

(3 × 1) (3)

2.4
- In good health and does not get tired easily.
- Have an unconditional love for children in general.
- Display a love of life (vitality).
- Be socially well adjusted.
- Be emotionally mature.
- Have a neat personal appearance.
- Be patient and be able to control her emotions.
- Have a pleasant, clear voice.
- Show good interpersonal skills and human relations.
- Show imagination and creativity.
- Show tolerance.
- Treat every parent with respect and deference.
- Be enthusiastic, have a cheerful nature and a good sense of humour.

(Any 5 × 1) (5)

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2.5
- Private centres are usually owned and maintained by a private person for private profit.
- The owner normally determines the policy of the centre and controls it together with management committee.
- These centres do not receive any subsidy from the state.
- Management committee usually consist of parents and determines the programme to be followed, rules, appointment of staff and salaries and fees to be paid by parents. (4)

2.6
- Theme exhibitions
- Listening corner
- Book corner
- Fantasy corner
- Creative area or block corner
- Educational toy area (6)

2.7 2.7.1
- Attract birds and insects
- Have large flowers with clearly visible parts
- Are not poisonous (3)

2.7.2
- Visual – shape and colour of leaves.
- Smell – flowers with both pleasant and unpleasant smells.
- Touch – texture of leaves which are smooth on top and woolly at the bottom. (3)

2.8
- Traffic should preferably run in one direction.
- Parking places should be marked clearly. A 'no entry' sign on the gate at the entrance.
- If parking area is fenced in/off, security system with intercom is installed at the gate.
- No child is allowed to run or play in the parking area.
- The parking area should be separated from play area. (Any 4 × 1) (4)

2.9

LESSON PLAN	
• Lesson type (1)✓ • Theme (1)✓ • Age group (1)✓ • Duration (1)✓ • Date of activity (1)✓ • Place (1)✓	• Lesson objectives (3)✓✓✓ • Lesson activities (3)✓✓✓ • Material/equipment/resources needed (1)✓ • Number of children (1)✓

(14)
[50]

QUESTION 3

3.1 3.1.1 To provide the day-care centre with complete information of the child that may be required.✓✓

3.1.2 Serves as evidence of placement and enrolment at the day-care centre.✓✓

(2 × 2) (4)

3.2
- Seeing that all correspondence of the committee is up to date and filed.
- Making sure than an agenda is sent out in time for the next meeting.
- Keeping the minutes during each meeting.
- Writing up and distributing minutes to members before the next meeting. (4)

3.3
- Formation
- Legal personality
- Objectives
- Powers
- Exercise of power
- Membership of school body
- Executive committee
- Annual general meeting
- Finance
- School rules
- Amendment of constitution
- Dissolution of school body
- Certificate of acceptance (Any 6 × 1) (6)

3.4
- Make sure that the room is cleaned and tidied.
- Attend to the audio-visual equipment, microphones and recorder.
- Compare the minutes with the recording and write the minutes of the meeting.
- As soon as the minutes are completed, they must be given to the chairperson for approval.
- Neatly typed copies must be sent to all members.
- Each educarer will now on instruction of the employer start following up instructions given to them at the meeting.
- Ensure that the caterers have been paid. (Any 5 × 1) (5)

3.5 Political meetings
- National gatherings
- Conferences
- Symposiums
- Seminars (4)

3.6
- Name of the organisation
- Nature of meeting
- Day, date, time and venue
- Attendance register
- Minutes of previous meeting
- Changes that have been suggested and seconded
- Matters arising from the minutes
- New matters
- General
- Closing
- Signature of the chairperson, venue and date of acceptance

(Any 6 × 1) (6)

3.7 Refers to individual differences in characteristic patterns of thinking, feeling and behaving.✓✓ (2)

3.8
- They have a negative perception of themselves and are often reserved and shy.
- They are critical of themselves and they do not accept who they are.
- They are very critical of other people.
- They often lack a sense of humour.
- The often lack a sense of humour.
- They often do not get along with other people.
- They are usually introverts.
- They are usually unable to control their emotions.
- They often come across as controlling people.
- They usually have a jealous and aggressive nature, are arrogant, have a desire for external acknowledgement.
- They have poor eye contact, a constant frown. (Any 5 × 1) (5)

3.9 (a) It results from any eating disorder where a person becomes extremely overweight and is caused by poor eating habits that not only lead to obesity but can also lead to physical and psychological problems.✓✓

(b) A person deprives themselves of essential nutrients by severely limiting their food intake.✓✓

(c) A form of uncontrollable eating followed by immediate, self-induced vomiting, or excessive laxative intake and is a psychological disease that needs treatment by a professional.✓✓

(3 × 2) (6)

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3.10
- Smoking
- Drugs
- Alcoholism
- HIV/Aids
- Overindulgence (obesity) (Any 3 × 1) (3)

3.11
- Breakfast is generally considered the most important meal of the day, always try to each three meals per day.
- Eat plenty of fresh fruit and vegetables every day.
- Limit your sugar intake.
- Avoid being overweight.
- Limit your alcohol intake.
- Drink 6 to 8 glasses of water every day to ensure that you are well hydrated.
- Use less salt.
- Make sure that your daily food intake includes a variety of food from all of the basic food groups. (Any 5 × 1) (5)

[50]

QUESTION 4

4.1 (a) It refers to when two or more people do not agree or think alike about a matter.✓✓

(b) It involves the co-operation of a group of people working towards the same goal to create a friendly and more conducive working environment.✓✓

(2 × 2) (4)

4.2
- Ignoring it
- Settlement
- Subordination
- Agreement
- Arbitration
- Mediation
- Co-operation (Any 5 × 1) (5)

4.3
- Never focus on the person rather focus on the problem.
- Listen with empathy, attentively and try to be understanding.
- Strive not to hurt a person's feelings, pride or dignity rather try to build the person's self-image through your approach.
- Never talk in general when your reprimand someone but say specifically what the problems is.
- Never be subjective or prejudiced.
- Co-operate and participate by taking time to discuss how you feel about the issue on hand. (Any 5 × 1) (5)

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4.4 (a) For the employer to determine who the most suitable applicant for a specific vacancy would be and for the applicant to obtain more information about the vacancy.

(b) To obtain, supply or exchange information with the aim of applying this information constructively.

(c) To solve a specific problem either experienced by the employer or the employee.

(3 × 1) (3)

4.5
- Dress professionally, conservatively and neatly.
- Ensure that your hair, nails and general appearance are neat and presentable.
- Your hair must be clean, neat and styled in an appropriate style.
- Men may wear a conservative suit, white shirt with tie.
- Females must wear a neat skirt and a plain blouse.
- People must not remember you for your flamboyant dress. (Any 5 × 1) (5)

4.6 (a)
- May be held to persuade the applicant to make further changes related to the first change.
- May also be held to reinforce the interviewer's opinion, thoughts and perceptions.

(b)
- Both successful and unsuccessful applicants must be informed.
- The applicant must notify the centre whether he/she accepts the offer.
- Information regarding first day of work must be supplied.

(2 × 2) (4)

4.7
- The type of occasion.
- The available means of facilities.
- The availability of ingredients at the specific time of the year.
- The budget.
- Use a variety of colours.
- Use different textures.
- Make use of different cooking methods.
- Food with strong flavours should be served after foods with a delicate taste.
- Use cream and eggs sparingly because of their richness.
- Alternative food temperatures. (Any 5 × 1) (5)

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4.8
- It must not look overcrowded or empty.
- The eating area must suite the type of function.
- It must be within reach of the guests.
- The tables, chairs and space should be in harmony for a formal dinner.
- A side table for dessert will come in handy.
- No chairs are needed for a cocktail party or for a cheese and wine function.
- Lighting should not be too bright or too dim.
- Depending on the time of year, provide either air conditioning or heaters.

(Any 5 × 1) (5)

4.9
- Tables are grouped together.
- The focus point is either in the centre or on the side.
- Set tables with different heights or on different levels.
- There is a waiter to serve the drinks that are to one side.
- There must be variety in form, colour and texture on the menu.
- Serve beer, wine, Coke, and fruit juice.
- Provide glasses for the drinks.
- The basic rules for a cheese and wine party also apply to a cocktail.

(Any 5 × 1) (5)

4.10 4.10.1
- Table cloth should cover the whole table and hang down about 25–36 cm on sides of table.
- Never let the silence cloth show.
- The linen should be practical, decorative and durable.
- Table cloth has to be clean.
- The shape of the cloth should fit the shape of the table.
- The cloth over a buffet table may touch the floor.
- An overlay may be placed over the table cloth but must co-ordinate with your colour scheme.
- The table cloth must also be suitable for the occasion.
- They must have only one fold down the length of the table when you iron the table cloth.

(Any 5 × 1) (5)

4.10.2
- The style, texture and colour should suit the character or theme of the set table and occasion.
- The container should not overpower the arrangement.
- Flowers should not be higher than 30 cm above the table.
- Do not use flowers with a strong fragrance.
- The arrangement in the middle of the table must be attractive when viewed from all sides.
- Make sure they stand firmly and form a balance with the rest of the table.

(Any 5 × 1) (5)
[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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