higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(Second paper)

NQF LEVEL 3

12 February 2025

This marking guideline consists of 18 pages.

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IMPORTANT INSTRUCTIONS TO MARKERS

1. Markers are required to work out the question paper before the marking memorandum is discussed.

2. **Accuracy errors** are marked with a **red /.** Accuracy errors include spelling errors/typing errors, omissions and repetitions. Uppercase, lowercase and letter spacing are marked as manipulation errors and not accuracy errors. If 5 marks are allocated for accuracy, the candidate only loses 5 marks for accuracy even if the number of accuracy exceeds the total marks for accuracy and is still rewarded for the manipulation done correctly on that question.

3. **Manipulation errors** are marked with a **blue X** next to the manipulation number as indicated on the marking guideline. Manipulation marks awarded correctly are indicated with a **blue√.** This will also aid with the moderation process. The marker writes the corresponding manipulation number in blue and makes a tick (correct) or X (error) next to the number.

4. The marks achieved for each question are written on the printout of each question in the following table format:

	A	M	T
Write the possible marks on this row			
Write the number of errors on this row			
Write the candidate`s marks achieved in this row Circle the total mark			

5. The candidate's total mark is written on the cover of the examination folder next to the corresponding question number.

6. If a candidate handed in a printout, but achieved 0 for the question, then 0 (zero) is written on the cover next to the corresponding question number.

7. If a candidate did not hand in a printout, a line is drawn through the block next to the corresponding question number.

8. If a candidate handed in a printout without an EXAMINATION NUMBER and a consistent WATERMARK, the question must be marked and reported as an irregularity.

9. All irregularities are marked, and marks are transferred to the cover page. The word 'Irregularity' is written next to the percentage and an irregularity report is completed.

10 If a candidate handed in duplicate printouts, a line must be drawn across the duplicate with a notation ‘Duplicate’ written across it.

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SECTION A: WORD PROCESSING

QUESTION 1

ACCURACY	7
MANIPULATION	13
TOTAL	20

	MARK	ACCURACY
1.1	✓✓✓✓✓✓✓	All keying-in errors (spelling, omissions and repetitions) Do not penalise repeated errors.

QUESTION	NUMBER	MARK	MANIPULATION
1.2	1	✓	Left and right margins of 2,54 cm
1.3	2	✓	Document typed in font type Century Gothic, size 12. (Both must be correct)
1.4	3 4	✓ ✓	Footer created with QUESTION 1 left-aligned and EXAMINATION NUMBER right-aligned.
1.5	5 6 7	✓ ✓ ✓	Main heading in font type Berlin sans FB. Main heading font size, 18 pt. Main heading in uppercase.
1.6	8 9	✓ ✓	The word 'PROJECTS' in bold. The word 'PROJECTS' in wave underline.
1.7	10	✓	Whole document justified.
1.8	11	✓	Upper and lowercase consistent throughout the document
	12	✓	Letter and line spacing consistent throughout the document.
1.10	13	✓	Document printed on ONE A4 portrait page.

1 Margins✓
2. font type and size✓

5.Font Berlin sans FB ✓
6. font size 18✓
7.Uppercase✓

BUILDING ECONOMIC OPPORTUNITY THROUGH COMMUNITY DEVELOPMENT

... A competitive job not only improves quality of life through economic means, but also offers adults opportunities to contribute their talents and skills in support of the community and workforce where one lives. A job, therefore, not only contributes to goals of economic self-sufficiency and independence, but also contributes richly to one's self-esteem, self-confidence, social relationships, and overall emotional well-being.

Employment outcomes for people with disabilities continue to be significantly worse than those without disabilities. Government-based employment services and supports continue to face major challenges in reaching the full population of people with disabilities and the outcomes have not shown notable positive changes in last decade.

Community development to solve local unemployment for all people, including people with disabilities, is necessary to increase economic opportunities and lead to more sustainable efforts to improve employment outcomes. Capacity building through neighbourhood networks that include faith-based organizations, advocacy groups, job clubs, and other community groups can be a low-cost but effective way to connect people with **PROJECTS** outside of the traditional disability system.

8. `PROJECTS' bold✓
9. `PROJECTS' wave underlined✓
10. Document justified✓
11. Uppercase and lowercase ✓
12. Letter spacing and line spacing✓
13. printed on ONE portrait page✓

QUESTION 1

3.Question✓

EXAMINATION NUMBER

4. Examination number✓

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ACCURACY	2
MANIPULATION	18
TOTAL	20

MARK		**ACCURACY**
2.3	✓✓	All keying-in errors (spelling, omissions and repetitions) Penalise only newly inserted text.

QUESTION	**NUMBER**	**MARK**	**MANIPULATION**
2.2	1	✓	Question number changed to QUESTION 2 in the footer (penalize if QUESTION 2 does not appear on all pages).
2.4	2	✓	Page break inserted correctly.
2.5	3	✓	Paragraph copied and pasted correctly
2.6	4 5	✓ ✓	Two columns correctly inserted. A line in between the columns correctly inserted.
2.7	6	✓	Bullets inserted as displayed.
2.8	7 8	✓ ✓	Picture/clip art inserted above the two columns. Picture centre-aligned.
2.9	9	✓	Picture re-sized to 3 cm height and 3 cm width.
2.10	10	✓	Table created correctly with THREE rows and TWO columns
2.11	11	✓	Correct numbering inserted.
2.12	12 13	✓ ✓	Table heading centred. Heading in Castellar, 14 pt.
2.13	14	✓	Borders inserted correctly.
2.14	15	✓	White Background 1, Darker 25% shading applied on the first row of the column.
2.15	16	✓	Page numbering correctly inserted (top right of each page)
2.17	17 18	✓ ✓	Document printed on TWO landscape pages. Table adjusted across the width of the document.

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1

BUILDING ECONOMIC OPPORTUNITY THROUGH COMMUNITY DEVELOPMENT

... A competitive job not only improves quality of life through economic means, but also offers adults opportunities to contribute their talents and skills in support of the community and workforce where one lives. A job, therefore, not only contributes to goals of economic self-sufficiency and independence, but also contributes richly to one's self-esteem, self-confidence, social relationships, and overall emotional well-being.

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QUESTION 2 1. Question 2✓ EXAMINATION NUMBER 2

2.Page break✓

3. paragraph pasted✓

Employment outcomes for people with disabilities continue to be significantly worse than those without disabilities. Government-based employment services and supports continue to face major challenges in reaching the full population of people with disabilities and the outcomes have not shown notable positive changes in last decade.

The examples of national campaigns are: Anti-violence, healthcare, environment and Ubuntu. We also have community projects which may be launched by a person or an organisation.

4. Columns inserted✓
5. Line in between✓
6. bullets inserted✓



7. picture inserted✓
8. centre aligned✓
9. picture resized (3cm height and width) ✓

• Material	(e.g. food, clothing, books, vouchers).
• Developmental	(e.g. tap water, electricity, housing).
• Informational	(e.g. meetings, workshops, plays, courses).
• Environmental	(e.g. litter pick-ups, tree planting, food gardens).

10. Correct table created✓
11. Numbering✓
12. Heading centred✓
13. Castellar, 14
14. Borders✓
15. Shade✓

3. Castellar. size 14✓

COMMUNITY PROJECTS	
a. Whole community	a) Put up bins for collecting waste.
b. Children	b) Start a playground.

QUESTION 2

EXAMINATION NUMBER

1.Question 2✓

16.Numbering aligned top right✓
17. printed on TWO landscape pages✓
18. Table adjusted✓

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SECTION B: SPREADSHEET

QUESTION 3

ACCURACY	4
MANIPULATION	6
TOTAL	10

MARK	ACCURACY
✓✓✓✓ **3.1**	Penalise all typing errors and omissions.1 mark must be deducted for every missing word up to a maximum of 4 marks. Avoid double penalising.

QUESTION	NUMBER	MARK	MANIPULATION
3.2	1	✓	Footer with examination number left-aligned
	2	✓	QUESTION 3 right-aligned
3.3	3	✓	Spreadsheet typed in Arial
	4	✓	Size 12
3.4	5	✓	Column width adjusted
3.1	6	✓	Spreadsheet printed without rows and column headings

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	A	B	C	D	E
1	COMMUNITY PROJECTS				
2					
3		PROVINCES			
4	YEARS	Limpopo	Gauteng	Western Cape	Eastern Cape
5	2016	840	421	502	897
6	2017	601	346	200	104
7	2018	202	227	502	254
8	2019	205	196	214	421
9	2020	321	241	402	256

A	M	T
4	6	10

3. Font, Arial✓
4. Font size 12✓
5.Column width adjusted✓
6. printed WITHOUT row and column headings✓

1. Exam no L/A✓

2. Question no R/A✓

EXAMINATION NUMBER

QUESTION 3

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QUESTION 4

ACCURACY	-
MANIPULATION	15
TOTAL	15

QUESTION	NUMBER	MARK	MANIPULATION
4.1	1	✓	Footer – QUESTION 3 changed to QUESTION 4
4.2	2 3	✓ ✓	New columns and rows inserted (TOTAL, TOTAL, GRAND TOTAL; LP and WC; GP and EC; All provinces: MINIMUM, MAXIMUM (1 mark for rows 1 mark for columns)
4.3	4	✓	Main heading font, Algerian, size 18 (Both must be correct)
4.4	5 6	✓ ✓	'COMMUNITY PROJECTS ` merged and centered across the spreadsheet. `PROVINCES 'merged and cantered across cell B3 to E3.
4.5	7	✓	New open row inserted. (Row 10)
4.6	8	✓	Column headings centre-aligned and bold including PROVINCES. (penalize if not centred or bold)
4.7	9	✓	TOTAL NUMBER OF COMMUNITY projects of LIMPOPO and WESTERN CAPE from 2016 to 2020 correctly calculated.
	10	✓	TOTAL NUMBER of GAUTENG and EASTERN CAPE community projects from 2016 to 2020 correctly calculated.
	11	✓	GRAND TOTAL correctly calculated.
	12	✓	MINIMUM correctly calculated.
	13	✓	MAXIMUM correctly calculated.
4.8	14	✓	Borders correctly inserted
4.10	15	✓	Spreadsheet printed WITHOUT column and rows headings on ONE landscape page.

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4. Main heading in Algerian size 18 *5. Main heading Merged and Centred* ✓

COMMUNITY PROJECTS

6.Provinces Merged and Centred ✓

2.New columns ✓
3. rows inserted ✓

	PROVINCES				TOTAL	TOTAL	GRAND TOTAL
YEARS	Limpopo	Gauteng	Western Cape	Eastern Cape	LP and WC	GP and EC	ALL Provinces
2018	840	421	502	897	1342	1318	2660
2017	601	346	200	104	801	450	1251
2018	202	227	502	254	704	481	1185
2019	205	196	214	421	419	617	1036
2020	321	241	402	256	723	497	1220

MINIMUM		419	
MAXIMUM		1318	

7. New open row inserted ✓
8. Column headings bold and centred ✓
9. Formula for Total number of LIMPOPO AND WC projects ✓
10. Formula for Total number of GP and EC projects ✓
11. Formula for Grand Total ✓
12. Formula for Minimum ✓
13. Formula for Maximum
14. Borders inserted ✓
15. printed on one landscape page without rows and column headings ✓

1.Question number changed

QUESTION 4

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QUESTION 5

MANIPULATION	8
TOTAL	8

QUESTION	NUMBER	MARK	MANIPULATION
5.1	1	✓	QUESTION 4 changed to QUESTION 5
5.2	2	✓	Formulae for TOTAL NUMBER OF COMMUNITY PROJECTS OF LIMPOPO and WESTERN CAPE
	3	✓	Formulae for TOTAL NUMBER OF GAUTENG and EASTERN CAPE
	4	✓	Formulae for GRAND TOTAL
	5	✓	Formulae FOR MINIMUM
	6	✓	Formulae for MAXIMUM
5.3	7	✓	Column adjusted.
5.5	8	✓	Spreadsheet printed on one A4 landscape page

A	M	T
-	8	8

COMMUNITY PROJECT

	PROVINCES				TOTAL	TOTAL	GRAND TOTAL
YEARS	Limpopo	Gauteng	Western Cape	Eastern Cape	LP and WC	GP and EC	ALL Provinces
2018	840	421	502	897	=SUM(B5+D5)	=SUM(C5+E5)	=SUM(B5:E5)
2017	601	346	200	104	=SUM(B6+D6)	=SUM(C6+E6)	=SUM(B6:E6)
2018	202	227	502	254	=SUM(B7+D7)	=SUM(C7+E7)	=SUM(B7:E7)
2019	205	196	214	421	=SUM(B8+D8)	=SUM(C8+E8)	=SUM(B8:E8)
2020	321	241	402	256	=SUM(B9+D9)	=SUM(C9+E9)	=SUM(B9:E9)

MINIMUM	=MIN(F5:F9)		
MAXIMUM	=MAX(G5:G9)		

7. Column adjusted ✓
8. Printed on ONE A4 landscape page ✓

EXAMINATION NUMBER

2.Correct formula for total number of LP and WC Projects
3.Correct formula for total number of GP and EC Projects
4. Correct formula for Grand totals
5. Correct formula for minimum
6. Correct formula for maximum

1.QUESTION 4 changed to QUESTION 5 ✓

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QUESTION 6

MANIPULATION	7
TOTAL	7

QUESTION	NUMBER	MARK	MANIPULATION
6.1	1	✓	Line chart, with markers inserted to compare the number of COMMUNITY PROJECTS of Limpopo and Gauteng.
6.2	2	✓	Data labels displayed above of the chart.
6.3	3	✓	Legends displayed at the bottom of the chart
6.4	4	✓	Chart title inserted.
	5	✓	Chart title displayed correctly. (uppercase and `COMMUNITY PROJECTS' below exam and question number`
	6	✓	Chart title above the chart.
6.6	7	✓	Chart printed as a new sheet

A	M	T
-	7	7



1. Chart inserted✓
2. Labels displayed correctly✓
3. Legend at the bottom✓
4. Chart title inserted✓
5. Title displayed correctly
6. Title above the chart✓
7. Printed as a new sheet✓

QUESTION 7

ACCURACY	4
MANIPULATION	16
TOTAL	20

MARK		ACCURACY
7.1	✓✓✓✓	Penalize all typing errors and omissions.1 mark must be deducted for every missing word up to a maximum of 2 marks. Avoid double penalizing.

QUESTION	NUMBER	MARK	MANIPULATION
SLIDE 1: TITLE ONLY			
7.2	1	✓	Main heading in IMPRINT MT SHADOW.
	2	✓	Heading, size 48.
SLIDE 2: TITLE AND TWO CONTENT			
7.3.1	3	✓	Heading in RAVIE, size 36.
7.3.2	4	✓	Bullets
7.3.3	5	✓	Relevant picture inserted
	6	✓	Correct right column
7.3.4	7	✓	Picture resized correctly 5cm height and width
SLIDE 3: TITLE AND TWO CONTENT			
7.4.1	8	✓	Heading in font Snap ITC, size 44
7.4.2	9	✓	Column headings in bold and underlined (check both)
7.4.3	10	✓	Column numbering
SLIDE 4: COMPARISON			
7.5.1	11	✓	Heading in font Gigi, size 60.
7.5.2	12	✓	Column headings in Arial Rounded MT Bold, size 24
7.5.3	13	✓	Bullets inserted correctly and correct alignment (penalize if one is incorrect)
7.6	14	✓	Header with “HELP THE COMMUNITY”
7.7	15	✓	Footer with the EXAMINATION NUMBER and QUESTION 7 on each slide.
7.9	16	✓	Printed as TWO handout pages with TWO slides per page

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HELP THE COMMUNITY ← HEADER

PARTICIPATE IN A COMMUNITY OR PROJECT

1. Font IMPRINT MT SHADOW✓
2. Size 48 ✓

EXAMINATION NUMBER QUESTION 7 ← 15.footer

3. RAVIE size 36✓

Examples of national campaign

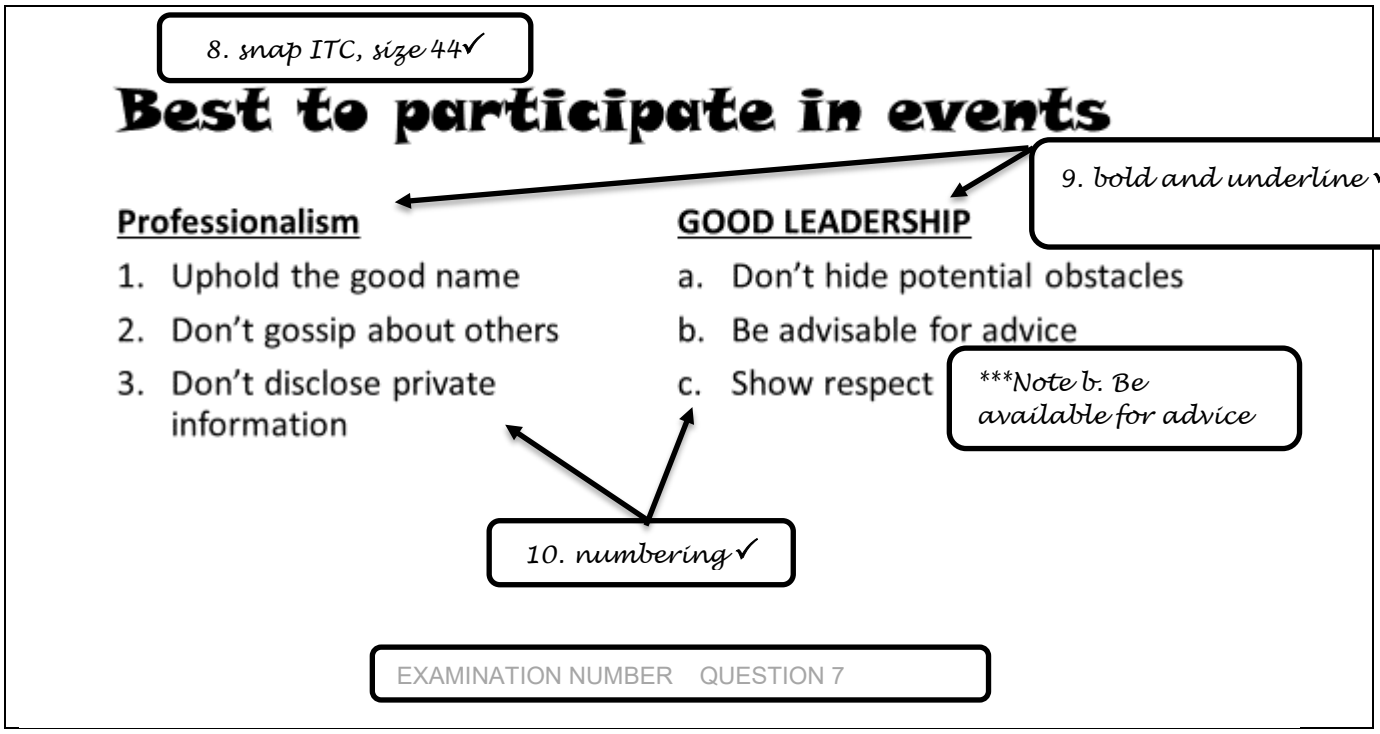
- Anti- violence
- Healthcare
- Savings
- Environment
- Ubuntu

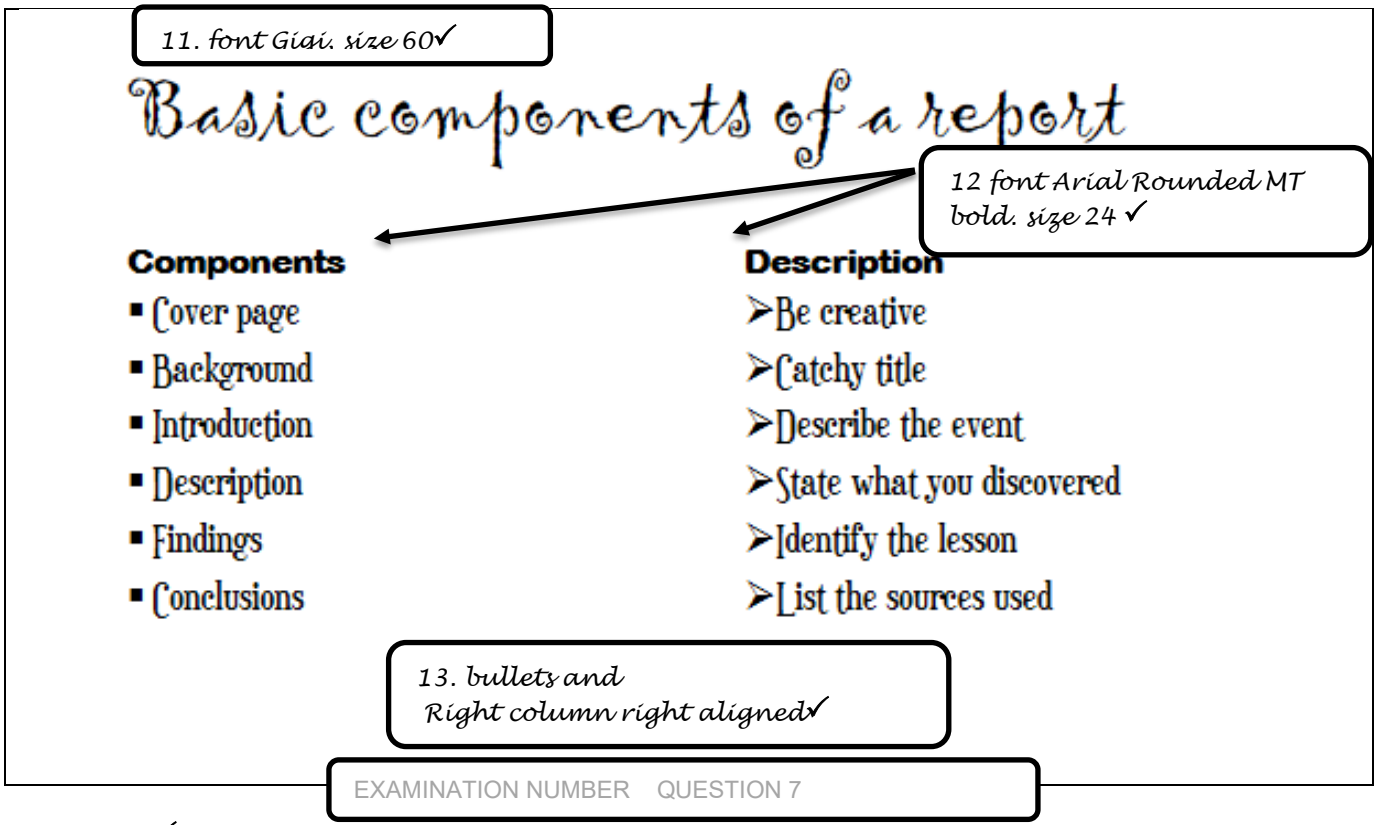


4. bullets✓
5. Relevant picture✓
6. picture inserted in correct column
7. Picture Resized correctly✓

EXAMINATION NUMBER QUESTION 7

HELP THE COMMUNITY ← HEADER





14. Header✓
15. footer
16. Printed in TWO pages with TWO slides per page. ✓

TOTAL: 100

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