higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(First Paper)

NQF LEVEL 2

14 November 2024

This marking guideline consists of 10 pages.

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INSTRUCTIONS TO MARKERS

1. Markers are reminded that some aspects of Life Skills can be interpreted broadly and, therefore, a range of correct answers may be given. However, answers that are incorrect should never be accepted as correct.

2. Markers should use their discretion when marking. Students' answers should be assessed within the context of their experiences.

3. Content should be marked, not grammar.

4. For most questions, several example answers are given. These serve as a guide for the type of response that is required. Markers should carefully read all the different example answers to get a sense of the type of acceptable answers.

5. Markers should carefully check mark allocation per question and mark strictly according to this mark allocation.

   NOTE:
   (2 × 1) means that TWO answers are required and ONE mark should be allocated per answer.
   (1 × 2) means that ONE answer is required for which TWO marks are allocated; one-word answers are not sufficient.

6. Where students are requested to write a paragraph, describe, discuss, explain and advise, one-word answers are not acceptable.

7. Thank you for marking carefully, rigorously and fairly. Maintaining a high standard helps to enhance the status of this important subject.

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SECTION A

QUESTION 1

1.1 B
1.2 C
1.3 C
1.4 A
1.5 B

(5 × 1) **[5]**

QUESTION 2

2.1 False ✓
People can apply for SA citizenship if they held a permanent residence permit for at least 5 years by marrying a SA citizen ✓
Someone that is a minor under 21 years old and have a permanent residence permit can apply for SA citizenship
If you were born outside of South Africa to a parent who was a SA citizen at the time of your birth, you can also apply for SA citizenship
Another way to get SA citizenship, is if you are adopted by a SA citizen

2.2 False ✓
The highest law in the country is the Constitution ✓
OR
The Bill of Rights is chapter 2 in the Constitution and contains all the rights we have as humans

2.3 False ✓
If a student receives an education, it is their responsibility to take care of the college environment around them ✓
As a student we need to save water, electricity and not write on the desks

2.4 True ✓
To continue receiving financial assistance, the student has the responsibility to attend classes ✓
It is the student's responsibility to make sure that all the required documentation from bursary is completed correctly and on time

2.5 False ✓
By following a healthy diet, a person is eating all the necessary foods for your brain to function at its best
Eating a balanced diet will provide your brain with all the nutrients it needs to help you to remember when you study

(5 × 2) **[10]**

Note: If True or False is wrong, no marks are awarded for the reason.
Students are not allowed to use the question as their reason.

QUESTION 3

3.1 G
3.2 A
3.3 I
3.4 K
3.5 B
3.6 D
3.7 L
3.8 E
3.9 H
3.10 J

(10 × 1) **[10]**

QUESTION 4

4.1 cerebral cortex
4.2 attitude
4.3 intrapersonal
4.4 measured
4.5 complete

(5 × 1) **[5]**

QUESTION 5

5.1 Compulsive usage of a substance even though it has a negative effect on the body
It is the inability to give up a drug even when you are aware of its negative effects
(Any relevant answer) (1 × 2) (2)

5.2
- The smell of alcohol on their breath, skin or clothing
- The student cannot walk straight / Poor physical coordination
- Poor social judgment and the student become reckless with their behaviour
- When the student speaks, their speech is either loud, slow, or slurred
- Students can show signs of depression if they are not drunk
- Students personality can change from friendly to aggressive if they are drunk / Mood swings
- A pattern of heavy drinking

(Any relevant answers) (3 × 1) (3)

5.3
- The family is constantly worried about where they student is
- The substance abuser may lie to the family and steal from them / everyone suffers financially
- There can be constant fighting and swearing in the house that makes it unpleasant for everyone else
- Family members can be physically, verbally or emotionally abused
- Family members might feel guilty and responsible for what is happening

(Any relevant answers) (3 × 1) (3)

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5.4
- Narcotics Anonymous (NA)
- Drug wise
- Lifeline
- Alcoholics Anonymous (AA)
- SANCA
- Al-Anon
- CODA

(Any relevant answers)

Note: Do not accept hospital, church, clinic or rehab (2 × 1) (2)
[10]

TOTAL SECTION A: 40

SECTION B

QUESTION 6

6.1 S – Specific
M – Measurable
A – Achievable
R – Realistic / Relevant
T – Time-bound

Note: TWO marks awarded if the student got everything correct
ONE mark awarded if the student got between one to four correct
NO marks awarded if everything is incorrect (1 × 2) (2)

6.2
- If a student cannot manage their time and they are constantly late, they will get a reputation of being unreliable ✓✓
- Falling pregnant without planning to, can result in a student having to give up studying and raising a child instead ✓✓
- Without having perseverance, or the ability to push through when things get tough, the student won't be able to reach their goals ✓✓
- Being surrounded by people that influence you to do negative things, can get you into trouble, which will mean you cannot focus on your goals
- Students can be very lazy and only want to do the bare minimum of what is required from them
- When a student is given the responsibility to raise their siblings, it means that they are not able to focus on their own goals
- Not having the money (poverty) to achieve their goals, is a big challenge that students experience
- With a negative attitude a student will always see the problems they face instead of looking for the solutions to achieve their goals

(Any relevant answers) (3 × 2) (6)

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6.3
- Be organised
- Focus on a task at hand and don't get distracted
- Follow a routine
- Prioritise what needs to be studied first
- Use time management tools like a weekly planner
- Monitor progress and see how you are doing
- Be on time
- Plan ahead and value your time
- Start with the easiest things so you feel you make progress
- Break tasks/subjects into smaller junks (pieces)

(Any relevant answers) (3 × 1) (3)

6.4
- Sharing
- Respect
- Empathy
- Listening
- Acceptance
- Unconditional love
- Trustworthy / honest
- Open communication
- Forgiveness

(Any relevant answers)

Note: Do not accept 'motivating or encouraging.' This was used as an example in the question paper (3 × 1) (3)

6.5
- Decide what their values and standards are, because if you don't stand for something, you will fall for everything
- Choose their friends carefully / Have one friend that shares your values
- Be assertive and practice to say "No"
- Turn around and walk away
- Try and suggest other things to do
- Take a stand and speak up if things are not right
- Tell someone you trust, like a lecturer or parent

(Any relevant answers) (3 × 1) (3)

6.6
- Have more than one sexual partner
- Not using a condom when sexually active
- Sleeping with someone they don't know / One-night stands
- Sharing of needles when they are abusing a substance
- Leaving their drink unattended at a party and become the victim of date rape
- Changing sexual partners frequently

(Any relevant answers) (3 × 1) (3)

[20]

QUESTION 7

7.1
- Open electrical cords
- Unattended candles
- Open fires left unattended
- Flammable materials
- Too many plugs in an outlet
- Leaving an appliance unattended /leaving something on the stove
- Illegal electrical connections
- Using gas and not closing it properly
- Kids playing with matches

(Any relevant answers) (3 × 1) (3)

7.2
- Switch off all appliances and unplug it
- Take out any rubbish, so that if a fire starts there is less fuel for it to burn
- Make sure that all cigarette butts are put out or are dead
- Close all windows and doors and switch off the lights
- Clean the electrical appliances, such as computers regularly
- Not eating or drinking near computers
- Do not put electrical cables under carpets
- Install fire alarms throughout the college

(Any relevant answers)

Note: The answers provided must be relevant to a college (3 × 1) (3)

7.3
- DROP – Drop to the ground immediately, lie down, draw up your knees slightly, hold your elbows close to your body, and cover your eyes and face with your hands ✓✓
- DROP – Drop to the ground immediately and cover your face with your arms and hands
- ROLL – Start rolling back and forth, this will prevent the fire from getting more oxygen✓✓
- ROLL – Focus on where the flames are and ROLL over, or from side to side, to smother them

(Any relevant answers) (2 × 2) (4)

7.4
- Light up safely
- Glow with safety, not flames
- Be responsible with fire
- Safety comes first

(Any relevant answer)

Note: ONE mark for relevance, ONE mark for creativity, ONE mark for length (not more than 6 words) (1 × 3) (3)

7.5 7.5.1 Yes (1)

7.5.2
- In the Bill of Rights, it says that everyone has the right to education
- The fact that someone is poor, doesn't mean that they should not get an education, it is their right
- Education reduces poverty, by helping people to get a job, and this reduce the gap between rich and poor
- Education empowers everyone and helps people reach their full potential

(Any relevant answer) (1 × 2) (2)

7.5.3
- I do not make myself guilty of any crime
- I follow the rules and code of conduct of the college
- I prepare and study for exams
- I do not cheat in any exams
- I do not copy work from my friends and hand it in as my own
- I respect lecturers and keep quiet when they speak
- I am on time for classes
- I hand in all my assessments on time

(Any relevant answers) (2 × 1) (2)

7.6
- Give back to the community / volunteer
- Rise above their circumstances
- Do not litter
- Kind and caring
- Friendly / Greeting people
- Respect the rights of other people
- Treating others fairly
- Show forgiveness
- Abide by the rules

(Any relevant answers) (2 × 1) (2)
[20]

TOTAL SECTION B: 40

SECTION C

QUESTION 8

8.1
- Volunteers bring energy, enthusiasm and talent to the community that can uplift it ✓✓
- Volunteers help to reduce the workload of the organizations, which helps to inspire and support the workers in the communities ✓✓
- Volunteers spread goodwill, such as kindness, generosity and caring, which brings hope to those in need
- Volunteering shows people in the community that they are still worth someone else's time and trouble
- If volunteering does not happen in communities, families might lose hope and fall apart
- Volunteering brings happiness and hope to those in need and change the community for the better
- Due to the financial constraints in our country, nothing will be able to change in the communities if volunteers do not participate

(Any relevant answers)

Note: Answers cannot be related to the individual doing the volunteering (2 × 2) (4)

8.2 A *team* is a group of people who work together to achieve a shared/common goal ✓✓
A *study group* is a group of people who come together to learn and study ✓✓
(Any relevant answers)

Note: Do not accept examples (2 × 2) (4)

8.3 Two advantages of a study group will be as follows: You have academic support to talk about content until you understand. ✓ Discussing the work boosts your speaking, debating, and negotiating skills. ✓ Two disadvantages that one should look out for include that the group may have the wrong approach, and answers and may lead you astray. ✓ The group may talk too much or talk about other things that may delay time for studying. ✓

Advantages:
- The group holds you accountable and you cannot postpone studying or not turn up
- Members can encourage and motivate you to study
- Challenging subjects can be more fun
- Students can test each other's knowledge
- Everyone can share the workload, their knowledge and experiences
- Someone else might understand a term better and explain it to you

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Disadvantages:

- Some members may be unreliable and not become part of the team
- You need to be committed, since other people depend on you
- Members in the group might not have the same learning style
- People have different personalities that can lead to conflict
- It can be a complete waste of time if the study session is not planned
- If members are not motivated, they will chat instead of studying and nothing will get done

Note: TWO marks allocated for the advantages and TWO marks allocated for the disadvantages
ONE mark allocated for answer being in a paragraph

(4)
(1)

8.4

- Taking deep breaths
- Do not hold resentment
- Do some exercise
- Wait until I have calmed down
- Count to 10
- Turn around and walk
- Be creative, write in a journal
- Cry or scream

(Any relevant answers) (3 × 1) (3)

8.5

- I set realistic goals and make sure I have a clear picture in my head of the success ✓✓
- Doesn't matter how big or small my accomplishment is I reward myself with something I like ✓✓
- I ensure that my expectations of myself is realistic and allow myself the opportunity to fail
- I remind myself that it is not about how I finish something, but about the journey I took to get there
- I learn from my mistakes, and I remind myself that it is better to start with something than not doing it at all

(Any relevant answers) (2 × 2) (4)
[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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