higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

DRAWING OFFICE PROCEDURES AND TECHNIQUES
NQF LEVEL 3
(First paper)

21 November 2024

This marking guideline consists of 5 pages.

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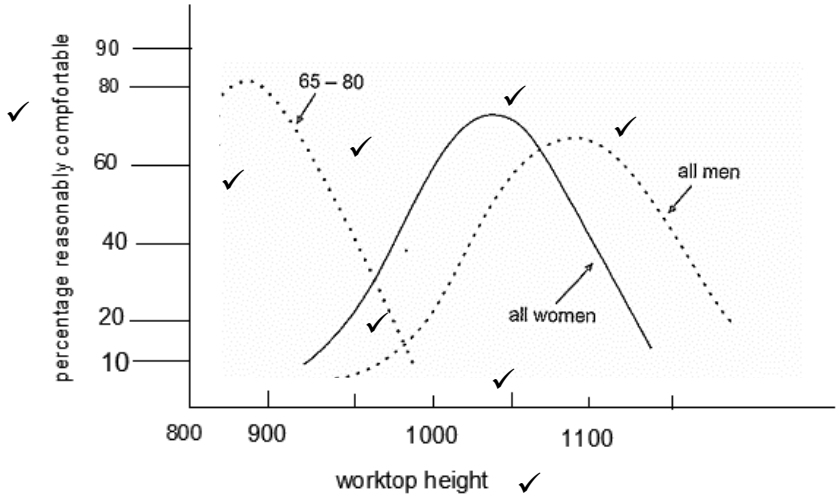
QUESTION 1: PLANNING AND DESIGN SPECIFICATIONS

1.1 1.1.1 B
1.1.2 D
1.1.3 E
1.1.4 A

(4 × 1) (4)

1.2
- Industrial equipment
- Workplaces
- Furniture making
- Protective clothes and equipment (4)

1.3



(8)

1.4 (161 + 160 + 162 + 161 + 159 + 158) / 6✓✓
160,17✓ (3)

1.5 760 mm✓✓ (2)

1.6
- Ramps
- Ladders
- Stairs
- Catwalks (4)

[25]

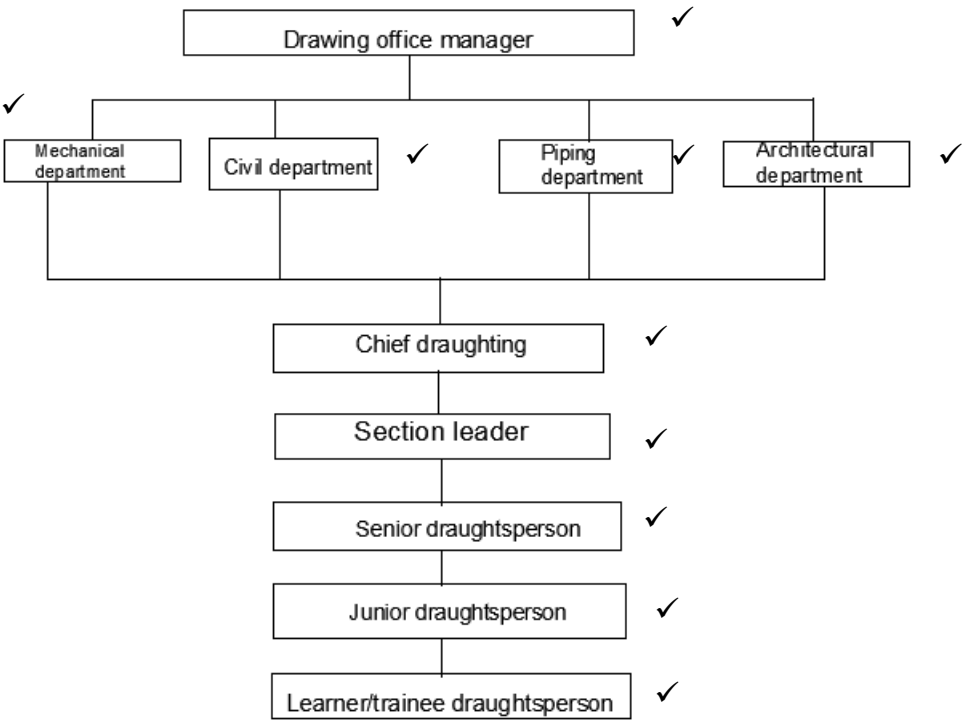
QUESTION 2: DRAWING-OFFICE ORGANISATION

2.1 2.1.1 True
2.1.2 True
2.1.3 False
2.1.4 False

(4 × 1) (4)

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2.2



(1 mark for drawing + 10 marks for labelling) (11)

2.3
- Fewer errors
- Less misunderstanding
- Greater productivity
- Better cooperation
- Improved morale (5)

2.4
- Practical experience as a draughtsperson.
- Good administrative abilities.
- A working knowledge of what happens on the workshop floor.
- A sound technical knowledge that includes engineering concepts and terms.
- Above-average people skills.
- A broad general knowledge. (Any 5 × 1) (5)

[25]

QUESTION 3: HEALTH AND SAFETY FOR A DRAUGHTSPERSON

3.1 Housekeeping is not just about cleanliness. It includes keeping work areas neat✓and orderly,✓ maintaining halls and floors free of slip✓ and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas.✓ (4)

3.2 The National✓ Occupational✓ Safety✓ Association✓ (4)

3.3

Number of stars	Description of status
1	Fair✓
2	Average✓
3	Good✓
4	Very good✓
5	Excellent✓
	NOSCAR status

(5)

3.4
- Fuel✓
- Heat✓
- Oxygen✓ (at sea level, air contains 21% oxygen)✓ (4)

3.5 3.5.1  ✓✓

3.5.2  ✓✓

3.5.3  ✓✓

3.5.4  ✓✓

(4 × 2) (8)
[25]

QUESTION 4: MEASURING INSTRUMENTS AND EQUIPMENT

4.1
- External measurement
- Internal measurement
- Step measurement
- Depth measurement (4)

4.2 4.2.1 Vernier height gauge (1)

4.2.2
A – Beam
B – Main scale
C – Fine adjustment screw
D – Vernier scale
E – Measuring jaw
F – Base
G – Locking screw
(7 × 1) (7)

4.2.3
- Scribing of lines at accurate distance from each other.
- Accurate determination of height.
- Accurate setting up of workpieces. (3)

4.3
- Store in an area that is out of direct sunlight✓✓
- Store in controlled humidity✓✓
- Keep away from dust✓✓
- Wrapped in protective coating where necessary✓✓ (4 × 2) (8)

4.4
- Do not drop the clock gauge because this might damage the instrument.
- Do not bump the clock gauge against any other.
- Keep the clock gauge clean at all times.
- Store the clock gauge in its box after use to prevent damage.

(Any 2 × 1) (2)
[25]

TOTAL: 100

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