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

20 November 2023

This marking guideline consists of 10 pages.

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GUIDELINES FOR 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, answer that are incorrect should never be marked as correct.

2. Markers should use their discretion when marking. Students' answers should be assessed within the context of their life 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 work through 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 there should be TWO answers and ONE mark allocated per answer.
   (1 × 2) means TWO marks are allocated for ONE answer; one-word answers are not sufficient.

6. Where students are requested to write a paragraph, describe, discuss, explain and advice, one-word answers cannot be accepted.

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 J
1.2 I
1.3 M
1.4 H
1.5 F
1.6 E
1.7 D
1.8 C
1.9 B
1.10 A

(10 × 1) **[10]**

QUESTION 2

2.1 A
2.2 C
2.3 C
2.4 C
2.5 C

(5 × 1) **[5]**

QUESTION 3

3.1 False✓
A study timetable is there to ensure a balance between studies, exercise and social life. ✓
An effective timetable should include studies and time for relaxation and exercise.

3.2 True✓
If someone has a high self-esteem, they will believe in their abilities and skills.✓
Having a good self-esteem means you know your worth and you won't let anyone affect your confidence.

3.3 True✓
Self-motivation means you do things because you want and not because you have to.✓
Having self-motivation means you do not need others to encourage you to do your best.

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3.4 False✓
In case of a fire emergency it is instructed to use the staircase as the safest possible exit.✓
It is not advised to use the elevator as it may get stuck.

3.5 False✓
Having perseverance means that you are able to push through challenges and not give up, especially when things don't go your way to reach your goals.✓
Perseverance helps to achieve your goals, because you will never give up or quite doing something, just because it is not going your way.

NOTE to markers: ONE mark for true/false, and ONE mark for reason.
If true/false is incorrect, the reason provided is also marked incorrect.
Students cannot use the question and provide that as the "reason" (5 × 2) **[10]**

QUESTION 4

4.1 ambition
4.2 inclusivity
4.3 prioritise
4.4 SMART
4.5 contingency

(5 × 1) **[5]**

QUESTION 5

5.1 Procrastination (1)

5.2
- Logical-Mathematical Intelligence
- Spatial/Visual Intelligence
- Bodily-Kinaesthetic Intelligence
- Musical/Rhythmic Intelligence
- Intrapersonal Intelligence
- Interpersonal Intelligence
- Naturalistic Intelligence (Any 3 × 1) (3)

5.3
- Plan a schedule of balanced activities / Make sure to include all kinds of activities
- Plan enough time for studying each subject
- Study at a set time and in a consistent place
- Do not study similar subjects straight after each other
- Make sure to study at a time of day when you can concentrate best
- Limit your study time to no more than 2 hours on any one course
- Set realistic timeframes for yourself

ANY RELEVANT ANSWERS (3 × 1) (3)

5.4
- Make sure that all the necessary documents/papers are with the bursary officer
- Attend all his classes regularly / Do not be absent from class for no reason
- Handing assignments in on or before due dates
- Adhere to the code of conduct (rules) of the college
- Work hard and pass all his exams
- Be a role model on campus and report any wrong doings
- Standing up for other students who are bullied

ANY RELEVANT ANSWERS (3 × 1) (3)
[10]

TOTAL SECTION A: 40

SECTION B

QUESTION 6

6.1
- They will start telling lies
- They might become untidy
- Change in friends
- They may have mood swings
- They start stealing things
- They become disinterested in school and other normal activities
- Absent from college for no reason
- Secretive or dishonest behavior
- Poor performance and/or attendance at work or school
- Withdrawing from responsibility and socialization
- Becoming defensive about everything

ANY RELEVANT ANSWERS RELATED TO BEHAVIORAL SIGNS (3 × 1) (3)

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6.2
- SANCA
- Drug Wise
- Alcoholic Anonymous
- Al-Anon
- Narcotics Anonymous SA
- CODA
- Lifeline

NOTE: Do not accept church, hospital or clinic (3 × 1) (3)

6.3
- Communities live in fear, because crimes like robberies increase since people will do anything to buy drugs
- Gang related crimes increase because of “turf wars” for selling substances and this results the community being fearful and not being able to allow children to play unsupervised outside
- People that uses substances lose touch with reality and do things they would not normally do like killing or sexually assaulting innocent people
- Accidents increase if people are under the influence of alcohol and drugs, putting the lives of innocent people at risk
- Poverty increases because family members use all their money to buy drugs and now society must provide for them

ANY RELEVANT ANSWERS (2 × 2) (4)

6.4 over-the-counter drugs (1)

6.5
- If you do not follow the instructions, the medication might not work properly
- Medication can become addictive if you use it for too long
- Ignoring instructions might result in an allergic reaction in relation to other medication
- Wrong dosage can result in a person having difficulty breathing
- A person can easily overdose if they ignore the instructions
- Using medication for too long can result in emotional depression and withdrawal
- Various medications are not safe to use during pregnancy

ANY RELEVANT ANSWERS (3 × 1) (3)

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6.6
- Stand up for yourself and say no
- Set clear boundaries in your relationships
- Choose your friends wisely
- Leave a group of friends that is not good for you
- Be assertive when you do not want to do something
- Suggest other activities instead of what your friends want to do
- Know what you stand for and make your own decisions

ANY RELEVANT ANSWERS (3 × 1) (3)

6.7
- Cell phone / Personal calls / WhatsApp
- Socializing with "friends"
- Sitting around aimlessly (just sit and stare in front of them)
- Taking too many "smoke" breaks
- Distractions – only thinking about how they will get the next "fix"
- Lack of prioritising and planning for anything
- Online distractions like Facebook, Twitter, Instagram

ANY RELEVANT ANSWERS (3 × 1) (3)
[20]

QUESTION 7

7.1
- Having unprotected sexual intercourse with someone without knowing their HIV status
- Going out and leaving your drink unattended means it can get spiked and result in date rape
- Having more than one partner and changing sexual partners frequently
- If you share needles with someone that is HIV positive
- Meeting up with a stranger and no one knows where you are going can result in sexual assault

NOTE: Answers provided must indicate a risky behaviour that can lead to getting infected with HIV (2 × 2) (4)

7.2
- Unplanned pregnancy
- Being raped / sexually assaulted / Date rape
- Contracting other STI's
- Become addicted to a substance

ANY RELEVANT ANSWERS (2 × 1) (2)

7.3
- Fish (omega 3)
- Fruits in season
- Chicken (NOT THE SKIN)
- Beef and Lamb (NOT THE FATTY BITS)
- Oats
- Brown rice
- Milk
- Eggs
- Yoghurt
- Cheese
- Garlic
- Peanut butter
- Vegetables in season

NOTE: Do not accept water as correct (2 × 1) (2)

7.4
- Eating a healthy diet
- Getting enough sleep
- Practicing good hygiene / wash hands regularly
- Avoid stimulants / drugs / substances
- Making healthy choices
- Finding effective ways to manage stress / find a hobby

ANY RELEVANT ANSWERS (5 × 1) (5)

7.5
- Helps to control your weight
- Reduces the risk of heart diseases
- Helps the body to manage blood sugar and insulin levels
- Makes your body and bones stronger
- Helps to get rid of stress and have more energy

NOTE: Answers provided must be physical benefits
Students cannot repeat 'healthy and fit' (4 × 1) (4)

7.6
- Cardiovascular / Aerobic / Endurance
- Muscle Strength / Anaerobic / Resistance
- Flexibility

NOTE: Do not accept examples of exercises like running, yoga, etc. (3 × 1) (3)
[20]

TOTAL SECTION B: 40

SECTION C

QUESTION 8

8.1
- Brings happiness and hope to those in need
- Shows people that they are still worth someone else's time and trouble
- It brings people in the community together and show there are still good in this world
- It inspires other people to also do good and bring about change
- It sets an example for the youth and shows that there are people who still care
- As a volunteer you will feel better about yourself and see yourself as part of the community

ANY RELEVANT ANSWERS (3 × 1) (3)

8.2
- Pick up all papers
- Fix dripping taps
- Start a recycling project
- Plant trees
- Don't waste paper
- Use water wisely
- Use electricity wisely
- Create an awareness campaign on environmental issues
- Clean graffiti from desks, walls and chairs

ANY RELEVANT ANSWERS (4 × 1) (4)

8.3
- Allow only one person to speak at a time when having a meeting
- Everybody gets a chance to give their opinion, ideas and input
- Accept that everybody in the group has different needs and desires
- Accept that values and interests differ, but that we can learn from one another
- Have everyone's commitment to be on time for scheduled events
- If there is a conflict situation to resolve it quickly and not to let the bad vibes spread
- Assign various roles to members so that everyone knows what is expected of them

ANY RELEVANT ANSWERS (3 × 1) (3)

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8.4
- Priorities tasks
- Don't over-commit to things
- Have a plan for how time will be spent
- Allow time for the unexpected / Learn how to deal with interruptions
- Create realistic deadlines
- Set goals and balance life
- Develop routines
- Do not procrastinate tasks

ANY RELEVANT ANSWERS (3 × 1) (3)

8.5
- Listening skills
- Assertiveness
- Sensitive
- Compassion
- Understanding and love
- Creativity
- Adaptability
- Ability to resolve conflict

ANY RELEVANT ANSWERS (2 × 1) (2)

8.6 Examples of role models:
- Mother / Father / Grandparents
- Community leader / Youth leader
- President or famous person

One of the reasons why I consider (example of role model) my role model, is that he/she does everything for everyone else. He/she has risen above their circumstances and still made a success of themselves. My role model treats everyone the same, doesn't matter if you are a cleaner or a president.

- Following the Constitution and abide by the laws
- Do good for other people without expecting anything back
- Respect the rights of other people
- Show so much love and forgiveness towards others

NOTE: ONE mark for mentioning the role model (doesn't matter who it is) ✓ (1)
THREE marks for the attributes that makes this person a role model✓✓✓ (3)
ONE mark for answer given in a paragraph format✓ (1)

[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100