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 3

18 November 2022

This marking guideline consists of 11 pages.

Copyright reserved

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, answers 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. For some answers, markers are guided by the statement 'Only this answer'. This means that no other answers are acceptable.

6. Markers should carefully check the 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.

7. Where students are requested to write a paragraph, evaluate, describe, discuss, reflect, recommend, compare, give advice, or explain, one-word answers cannot be accepted and should not be marked.

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

Copyright reserved

SECTION A

QUESTION 1

1.1 C
1.2 B
1.3 B
1.4 B
1.5 C

(5 × 1) **[5]**

QUESTION 2

2.1 False✓
Left brain dominant people prefer multi choice questions in a test and working with numbers.✓ **OR**
Right brain dominant people prefer paragraph/long questions in a test where they can express their opinions.

2.2 False✓
Using a visual learning style, you will understand and remember something better by seeing or reading it, rather than hearing it.✓ **OR**
Using the auditory learning style, you will understand and remember information better by hearing it.

2.3 False✓
You can evaluate your weaknesses and strengths by using a skills audit. ✓

2.4 False✓
Being assertive and using refusal skills means you become effective and respectful at saying 'no' to things you do not want. E.g. drug or alcohol offers.✓

2.5 True✓
You need to find friends who you can respect and rely on, and who share your values so that you can be yourself.✓

Note: If the true or false is wrong, no marks must be awarded for the reason. Students cannot repeat the question as a reason. (5 × 2) **[10]**

Copyright reserved

QUESTION 3

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

(10 × 1) **[10]**

QUESTION 4

4.1 compressions
4.2 summary
4.3 Recite
4.4 mnemonic
4.5 opportunistic infections

(5 × 1) **[5]**

QUESTION 5

5.1 5.1.1
- Unproductive employees cause delays because projects are completed late
- Employees are paid for work they did not do / Steal the company's money if they get paid for work they are not doing
- They cause a loss in profits due to the lost work, time and resources
- Unproductive employees can cause that other employees have to pick up their workload and this can lead to negative attitudes

(Any 3 × 1) (3)

5.1.2
- Completing each task on time
- Using the internet mainly for work purposes
- Good attendance at work
- Encouraging hard work
- Not taking unnecessary smoke or toilet breaks (Any 2 × 1) (2)

5.2
- Do what they get paid to do /add value to the company
- They carry out the duties set out in their job descriptions very well
- Perform their duties within the time allocated for the work
- They are responsible and reliable
- They offer good value for the money spent on their salaries (Any 1 × 2) (2)

Copyright reserved

5.3
- Avoid laziness
- Work as hard as you can
- Be reliable/dependable
- Be honest/trustworthy
- Be punctual/Do not procrastinate
- Keep your breaks short
- Do not abuse your access to internet, e.g., using social media at work

(Any appropriate answers 3 × 1) (3)
[10]

TOTAL SECTION A: 40

SECTION B

QUESTION 6

6.1 Substances that make it easier for someone to rape or sexually assault another person.
It is drugs that a perpetrator uses to, by slipping it into someone's drink, make the victim not feel well, dizzy, or blackout so they can rape or sexually assault them. (Any 1 × 2) (2)

6.2
- Ketamine or K
- Rohypnol or Roofies
- LSD
- Alcohol (Any 2 × 1) (2)

6.3
- Guard my drinks and food throughout the night
- Choose the people I go out with very carefully
- Do not go to places that I am not familiar with
- Choose a safe location for my date
- I make sure not to accept any open drinks from anyone
- If I go to the bathroom, I either finish my drink or take it with me (Any 3 × 1) (3)

6.4 6.4.1
- Do not share toothbrushes, razors or needles
- Abstain from sex
- When I am sexually active, I use a condom
- I do not change my sexual partners frequently
- Not having sex with someone that I do not know their HIV status off (Any 2 × 1) (2)

Copyright reserved

6.4.2
- I can have a look and see whether the person is coughing up blood.
- I can ask if they are experiencing any pain on their chest as they cough.
- If the person looks extremely tired and lethargic it can be a symptom.
- If the person is sweating and showing signs of having a fever, it can be an indication of TB (Any 2 × 1) (2)

6.5
- Be the change you wish to see
- Protect them, not harm them
- Stop! Enough is enough

Note: ONE mark for relevance, ONE mark for length (4 words or less)
(Any relevant 1 × 2) (2)

6.6
- People Opposing Women Abuse (POWA)
- Sonke Gender Justice Network (SONKE)
- The Greater Nelspruit Rape Intervention Project (GRIP)
- United Nations Children Fund (UNICEF)
- Office of the United Nations High Commissioner for Human Rights (OHCHR)
- Office of the United Nations High Commissioner for Refugees (UNHCR)
- United Nations office on Drugs and Crime (UNODC)
- Amnesty International
- Constitutional Court
- Equality courts
- South African Human Rights Commission (SAHRC)
- Commission of Gender Equality (CGE)
- The Public Protector

Note: Do not accept answers such as police and church
(Any relevant 2 × 1) (2)
[15]

QUESTION 7

7.1
- Manipulating the price of a product (e.g., gold) on stock markets.
- Taking gold deposits without physical gold being held for the clients by a gold market.
- Awarding loans to people who cannot afford to repay them.
- Development projects that are doomed to fail.
- Awarding loans and sponsorships only to those of the same political party.
- Companies where money is just "lost" and no one knows how or where.
- Municipalities that are not spending money on things like housing, as they should.
- Money going missing from peoples' bank accounts.
- Money allocated for COVID-relief fund is missing.
- With the mismanagement of funds by individuals in ESKOM, no maintenance is possible for equipment.
- Blackmailing of officials or people in an authority position.

(Any relevant 3 × 1) (3)

7.2
- With money that is just going missing from bank accounts, there can be a loss of savings and trust in the banking system.
- If forms of corruption continue, the value of the Rand will go down and we might pay more for goods than what we should.
- With municipalities that are "losing" money, basic services like water and electricity may not be provided.
- With the continuing loadshedding we are not able to do our work and therefore experience a loss of income.
- If loans and sponsorships are only awarded to "friends" it means that those people that needs it most, will not get it.

Note: Answers that the student provided here must link with what he/she answered in Q7.1; otherwise answers are incorrect. (Any 3 × 2) (6)

7.3
- You can stop corruption by reporting it
- The guilty individuals will go to jail
- More money will be available for what it was intended for
- Money can be used more effectively
- More people become aware of what is going on (Any 4 × 1) (4)

7.4
- Poverty will increase and people will suffer even more
- There will be political unrest and violence
- People will not trust the government
- Basic services will become less efficient because of corruption

(Any 3 × 1) (3)

Copyright reserved

7.5
- Negotiation
  Myself and the other person try to resolve the issue and reach a compromise by discussing it ourselves.

- Mediation
  If we are unable to reach a solution we can approach another colleague or manager to act as a mediator, who will listen to both sides of the story and then gives advice as to what we can do.

- Arbitration
  When we are still not happy with the suggestions made by the mediator we can involve another party, like HR or CCMA that will listen to both sides of the story and then instruct each of us what to do. We do not have a choice and must follow through with what the arbitrator decided.

(Any 2 × 2) (4)
[20]

QUESTION 8

8.1
- You want to see certain processes and skills in action so that you can see if this specific work is something you could do
- By doing work shadowing you have an opportunity to increase your network of professional contacts
- You have little or no experience in a certain type of work, so you want to observe it first to see if you like it
- Work shadowing can also help if you are a new employee and you want to better and more quickly understand the nature of your duties and role

(Any 3 × 1) (3)

8.2 8.2.1
- Networking means trying to meet new people because they may be useful to know in the future
- The action or process of interacting with others to exchange information and develop professional or social contacts

(Any 1 × 2) (2)

8.2.2
- Established networks are important when you want to find a job or switch to a new job
- Networks are important when you want to be advised on aspects relating to your work
- Networks can get you to be invited to the trendiest events relating to your job/career
- Networking can help you to expand your own business venture

(Any 2 × 1) (2)

8.2.3
- She could start by looking at the options she has available and then plan her strategy
- She should share her contact details with everybody involved in her line of work
- When she attends an event, like a career day, she can prepare some questions to ask other people in her field/industry
- Susan can go and volunteer at various places and build professional relationships with co-workers and managers
- She can do some research on social media for people and events that suit her particular career interest

(Any 2 × 1) (2)

8.3 8.3.1
- Identify the decision
- Gather the relevant information
- Identify the different solutions available
- Choose the best solution
- Take action (Any 4 × 1) (4)

8.3.2
- A personal development plan is a formal structured tool that can help her with her personal growth and development in terms of her career.
- It can help Susan to identify the gaps in her skills and put things in place for her to work on it and help her to get ready for her career. (Any 1 × 2) (2)

[15]

TOTAL SECTION B: 50

SECTION C

QUESTION 9

9.1
- Freely giving your time and labour to a community service
- Donating time and energy for the benefit of other people in the community without expecting payment (Any 1 × 2) (2)

9.2
- You learn new skills and gain experience
- You meet new people and make friends
- You make a difference and have a positive effect on people
- You gain confidence by trying something new
- You become part of the community (Any 3 × 1) (3)

Copyright reserved

9.3
- An orphanage centre
- An old age home
- At hospitals or clinics
- Volunteer at an animal shelter
- Soup kitchens (Any 2 × 1) (2)

9.4 9.4.1
- If there is no team spirit, team members can compete against each other instead of working as a team. Everyone will only have their own interests at heart. This means that a project might actually fail. (1 × 2) (2)

9.4.2
- If there is no leader within the volunteer project, a volunteer might not know what is expected of him or her, they might lose focus and get involved with unnecessary conflict. (1 × 2) (2)

9.5 9.5.1
- False✓
- Everyone can be a beneficiary, including learners at a school, the elderly, patients at clinics or hospitals and youth in that particular area or community.✓ (1 + 1) (2)

9.5.2
- True✓
- Volunteering requires a volunteer to believe in the cause they are signing up for. Without commitment and interest, the cause will not be achieved✓ (1 + 1) (2)

9.6
- Your boss makes it very clear that if you do not take care of all his needs, you will not get a promotion or salary increase.
- Your colleagues or boss makes inappropriate and unwanted sexual jokes or comments towards you.
- Your colleagues or boss touches you in any unwanted sexual manner, like slapping you on the bum, brushing their hand against your breasts.
- An employee blackmailing a boss or another colleague with sexual favours so they can get what they want, like a promotion they do not deserve.

(Any 1 × 2) (2)

9.7
- My friend can try and put some of the content into role-playing activities
- Because my friend likes moving about, he/she can kick or catch a ball while they are studying
- Since my friend respond to rhythm by following sounds, patterns and beats he can create rhymes or songs with the content for the exams
- My friend can create a mind-map with keywords and allocate a specific movement to it (Any relevant 3 × 1) (3)

9.8 9.8.1 Left brain dominance OR Right brain dominance (1)

Copyright reserved

9.8.2 Right brain dominance

- Have difficulty focusing for a long period of time
- Like to see the whole picture or idea rather than the parts
- Not well organised, jumping from task to task
- Prefer making a mind-map or drawing rather than writing a list
- Prefer open-ended questions to multiple choice questions
- Spontaneous and intuitive

Left brain dominance

- Prefer multi choice questions
- Think logical and analytically about things
- Prefer structure and rules
- Work through things systematically from start to finish

Note: The answers the student gives here must match with the dominance indicated in Q 9.8.1 (Any 3 × 1) (3)

9.9 She can start by researching on the web or at similar company to see what the generic job functions and responsibilities are.✓ Then she can research the company by reading the material on its website and studying its brochures and reports.✓ After that she can phone the company and ask the switchboard for the department she will be working in to see the telephone etiquette required.✓ Prepare your questions well, dress neatly and be on time and see if she can find another company where she can go and do some work shadowing. ✓ Depending on the situation, she could ask to be introduced to another employee in her line of work who could show her around. ✓ (5)

Note: ONE mark for answer presented in paragraph format (1)
[30]

TOTAL SECTION C: 30
GRAND TOTAL: 120

Copyright reserved