higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY L3

(First paper)

NQF LEVEL 3

(7601053)

18 November 2022 (X-paper)
09:00–11:30

This question paper consists of 9 pages.

533Q1N2218

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TIME: 2½ HOURS
MARKS: 120

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a blue or black pen.
6. Write neatly and legibly.
7. Make sure to cross out any work you do not want to be marked.

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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.5) in the ANSWER BOOK.

1.1 The immune system is the body's … system.

A defiant
B difficult
C defense
D dilution

1.2 The … part of the brain deals with logical thinking, science and mathematics.

A right
B left
C whole
D center

1.3 ONE of the potential risky situations that can occur in water is …

A swimming
B drowning
C lifeguards
D throwing

1.4 An action plan is a plan that …

A helps you to quit school
B you develop to help you with your studies
C helps you with your social media platforms
D improves your fitness level

1.5 An infection is an invasion and growth of … in the body.

A antibodies
B the immune system
C germs
D pathogens

(5 × 1) **[5]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1–2.5) in the ANSWER BOOK. Give ONE REASON for each answer.

2.1 A left-brain dominant person prefers writing essays, looking at pictures and drawings.

2.2 If you use a visual learning style, you will understand something better when you hear it rather than just reading it.

2.3 You can evaluate your weaknesses in a personal development plan.

2.4 Using assertive and refusal skills means you do not listen to advice, and you disrespect the people around you.

2.5 If you choose your friends wisely, it will help you to be comfortable enough to be yourself and make you less vulnerable in your relationships with others.

(5 × 2) **[10]**

QUESTION 3

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (3.1–3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
3.1	Stating how you feel in a respectful manner	A	equality
3.2	A programme that encourages employees to be aware of their health-related behaviour	B	problem solving
3.3	The forced transport and use of captured people	C	negotiation
3.4	Not allowing unfair discrimination	D	diversity
3.5	Intimidating or applying harmful pressure	E	employee wellness
3.6	Taking steps to get to the root of a matter	F	harassment
3.7	Mistreating someone because they are male or female	G	disease
3.8	Reaching a compromise between two parties	H	assertiveness
3.9	Prevents the body or mind from working normally	I	gender abuse
3.10	A combination of differences that shape our view of the world and our perspective.	J	human trafficking
		K	mediation
		L	prejudice

(10 × 1) **[10]**

QUESTION 4

Complete the following sentences by filling in the missing word or words from the textbox below. Write only the answer next to the question number (4.1–4.5) in the ANSWER BOOK.

compressor; compressions; circulate; mind-map; summary; note; recite; recycle; mnemonic; SWOT; diseases; opportunistic infections; review

4.1 The basic first aid skills used to assist victims of near drowning are airway, breath, … and driving to the hospital.

4.2 A … shows the most important facts about something in a brief, yet clear way.

4.3 'SQ3R' stands for Survey, Question, Read, … and Review.

4.4 When you are trying to make studying more fun you can use … techniques that can help you to make a special word, sentence, pattern of letters, or rhyme.

4.5 Infections that take advantage of a weak or ill body are called …

(5 × 1) **[5]**

QUESTION 5

5.1 Wasting time on the internet is one of many unproductive behaviours in the workplace.

5.1.1 Give THREE reasons why unproductive behaviour at work is wrong. (3)

5.1.2 Give TWO examples of productive behaviour in the workplace. (2)

5.2 Why do you think employers will value productive employees more? (1 × 2) (2)

5.3 When you are going to start to work, you will need a personal code of ethics. Name THREE ethics you consider to be important and will include in your personal code of ethics. (3)

[10]

TOTAL SECTION A: 40

SECTION B

QUESTION 6

Study the picture below and answer the questions.



[Source: *www.cosmicshambles.com/words/blogs/suzigage/ghb*]

6.1 Briefly explain the meaning of *date-rape drugs*. (2)

6.2 Name TWO date-rape drugs, excluding the one shown in the picture above. (2)

6.3 What do you do when you go out to make sure you avoid consuming date-rape drugs. (3 × 1) (3)

6.4 It is possible to survive and live on after being date-raped, but there is the danger of contracting HIV/AIDS or STIs.

6.4.1 If you consider your relationships with other people, how can you ensure that you do not get infected with HIV? List TWO ways. (2)

6.4.2 Going out to public places can result in you being in contact with someone that keeps on coughing. What other symptoms will you be on the lookout for to see if they might have TB? Discuss TWO symptoms. (2)

6.5 Create a slogan to help stop perpetrators that commit human rights violations such as gender and child abuse. (No more than 4 words) (2)

6.6 When you witness any form of human rights violations in your community, which TWO national or regional organisations will you report it to? (2)

[15]

QUESTION 7

Read the scenario below and answer the questions.

The Department of Employment and Labour has welcomed the arrest of a 39 year-old bookkeeper who is accused of swindling/cheating the Unemployement Insurance Fund (UIF) Covid-19 Temporary Employer – Employee Relief Scheme of R11.1 Million.

The suspect is scheduled to appear in the Palm Ridge Magistrate's Court on Tuesday, August 2021.

[Source:*www.gov.za/speeches/uif-welcomes -arrest-bookkeeper-accused1*]

7.1 In the news we continuously see other forms of corruption and economic crimes. Provide THREE examples of the latest forms of corruption/economic crimes that you have seen in South Africa. (3)

7.2 Viewing the answers, you provided in Q7.1, explain in detail how these forms of corruptions/economic crimes affect you as an individual? (3 × 2) (6)

7.3 Explain FOUR benefits of reporting corruption. (4)

7.4 If you look at some of our communities, it is clear that people are struggling financially. Mention THREE examples of how corruption is affecting the poor in our society. (3)

7.5 Should you experience any form of disagreement with someone at work, what would be the formal conflict resolution strategies you can follow? Explain TWO. (2 × 2) (4)

[20]

QUESTION 8

Read the passage below and answer the following questions.

Susan works at a college as an administrator. She has expressed interest in moving from her administration position into an open position for personal assistant to the campus manager.

After discussing the position with her manager, Susan's manager decides she should shadow the deputy campus manager's personal assistant for two weeks to decide if she wants the job.

8.1 Explain the value of work shadowing. Give THREE reasons. (3)

8.2 Networking is just as important as work shadowing when you are trying to build your career.

8.2.1 Explain the term *networking*. (1 × 2) (2)

8.2.2 Give TWO reasons why networking is important for future job prospects. (2)

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8.2.3 Which TWO strategies can Susan apply to start establishing a network for herself? (2)

8.3 Susan has to decide if she will take the position or not.

8.3.1 Suggest FOUR decision-making steps that Susan can follow to help her make this decision. (2)

8.3.2 How can a Personal Development Plan help Susan in her career? (1 × 2) (2)

[15]

TOTAL SECTION B: 50

SECTION C

QUESTION 9

Study the cartoon below and answer the questions.



[Source: *www.google.com/Volunteer-Comic-Strips-by-Pickles*]

9.1 Earl thinks walking his wife across the street is volunteering.

Briefly explain to Earl the meaning of *volunteering*. (1 × 2) (2)

9.2 Explain to Earl THREE benefits of volunteering. (3)

9.3 Suggest TWO volunteering projects Earl can take part in his community. (2)

9.4 Discuss how the following can hamper/discourage a volunteer.

9.4.1 Lack of team spirit (2)

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9.4.2 Lack of leadership (2)

9.5 Indicate whether the following statements are TRUE or FALSE by writing 'True' or 'False' next to the question number (9.5.1–9.5.2) in the ANSWER BOOK. Give a REASON for your answer.

9.5.1 Community projects and national campaigns only help poor and homeless people. (1 + 1) (2)

9.5.2 A volunteer who is not committed or is losing interest in a project may drop out soon. (1 + 1) (2)

9.6 Give a descriptive example of what you would consider harassment in the workplace. (2)

9.7 You have noticed that your friend's natural way of learning in class is the kinaesthetic learning style. What are the different ways in which your friend can study for exams? (3 × 1) (3)

9.8 During the year you have learnt about brain dominance and how important it is to know which side of the brain is your dominant side, especially when it comes to learning new things.

9.8.1 Which side of the brain is your dominant side? (1)

9.8.2 Describe THREE aspects of your preferred way of working/learning, based on your answer in Question 9.8.1. (3)

9.9 Thandiswa has a job interview for a receptionist post in one of the biggest sales companies.

In a paragraph, advise Thandiswa on FIVE ways she can research and explore the functions involved in the receptionist job. (6)
[30]

TOTAL SECTION C: 30
GRAND TOTAL: 120

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