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 4

9 November 2022

This marking guideline consists of 11 pages.

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SECTION A

QUESTION 1

1.1 D
1.2 A
1.3 D
1.4 A
1.5 C
1.6 B
1.7 B
1.8 D
1.9 C
1.10 A

(10 × 1) **[10]**

QUESTION 2

2.1 True✓ – Unprepared students are usually stressed, lack focus, misread and make a lot of errors.✓

2.2 True✓ – Looting and rioting destroys goods and services and discourages investment which prompts retrenchment and disinvestment.✓

2.3 False.✓ – Stressors are situations that lead to stress.✓

2.4 False✓ – Tailgating is driving too close to another vehicle without leaving enough space.✓

2.5 False✓ – Wage negotiations are determined by the employer, the unions and a third party (e.g. mediator, arbitrator or court).✓

ONE mark for true or false and ONE mark for an appropriate reason (5 × 2) **[10]**

QUESTION 3

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

(10 × 1) **[10]**

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QUESTION 4

4.1 documents
4.2 Labour
4.3 victims
4.4 physical
4.5 Child abuse

(5 × 1) **[5]**

QUESTION 5

5.1 5.1.1 Traffic safety measures refer to the methods and measures used to prevent road users from being killed or seriously injured. (2)

5.1.2
- Driving over a stop sign
- Speeding
- Intoxication (Drinking and driving)
- Illegal lane change
- Driving the wrong way up a one-way
- Driving recklessly
- Ignoring railroad signs
- Passing over a solid line (Any 2 × 1) (2)

5.1.3
- Saves lives
- Reduces unnecessary costs
- Helps to ensure you don't waste time when driving
- Enables vehicles to use the road in harmony
- Allows pedestrians to cross the road safely (Any 2 × 1) (2)

5.2 5.2.1
- has psychological effects as well, including anxiety and depression, further reducing productivity
- the cost associated with the loss, either temporary or permanent, of a trained employee
- physical injuries lead to loss of ability to handle materials
- Productivity and retraining costs increased (Any 2 × 1) (2)

5.2.2
- strict enforcement of speed limits
- heavy penalties should be imposed on ALL those who disobey speed limits
- construction and maintenance of roads
- Children of a certain age are not permitted to cycle
- Create speed bumps at important places
- Signals for road users should be provided in busy areas

(Any 2 × 1) (2)
[10]

TOTAL SECTION A: 45

SECTION B

QUESTION 6

6.1 6.1.1
- Create a deck of flash cards every time you learn new information
- Pay attention to diagrams and graphs in your class materials
- Find examples to understand abstract concepts
- Make sure notes are complete
- Ask questions if you don't understand
- Make a study schedule/plan
- Review class notes every evening
- Read more than once
- Highlight and take notes (Any 3 × 1) (3)

6.1.2
- Study skills can increase your confidence, competence, and self-esteem.
- They reduce anxiety about tests and deadlines.
- You may be able to cut down on the number of hours spent studying.
- Study skills can improve your ability to learn and retain knowledge. (Any 2 × 1) (2)

6.1.3
- It leads to low grades
- Low self-esteem
- Poor retention of information
- Lack of information (Any 2 × 1) (2)

6.2 6.2.1 Retrenchments are the temporary suspension or permanent reduction in the employment of an employee. (2)

6.2.2
- Learn new skills to support changes to the business models
- Agree to reduce pay rates, benefits
- Agreed to flexible work schedules (Any 2 × 1) (2)

6.3 6.3.1 Stress management is the tools, strategies, or techniques that reduce stress, and reduce the negative impacts stress has on your mental or physical well-being. (2)

6.3.2
- Breathing exercises once an hour is proven to reduce stress.
- Connect with supportive people.
- Carve out hobby time.
- Practise meditation or yoga.
- Get enough sleep
- Talk to a professional (Any 3 × 1) (3)

6.3.3
- chronic stress
- episodic acute stress
- acute stress
- post-traumatic stress disorder
- hyper stress (Any 2 × 1) (2)

6.3.4
- Stress makes it difficult to control your emotions
- Stress can promote disease
- Stress can affect your love life
- Chronic stress contributes significantly to premature ageing
- Stress weakens your immune system (Any 2 × 1) (2)

[20]

QUESTION 7

7.1 7.1.1
- The looting impacts negatively on the economy which in turn increases unemployment in the communities
- This makes it difficult for businesses to operate
- It increases poverty in the communities
- It increases criminal activity
- Widening inequality (Any 3 × 1) (3)

7.1.2
- Violent protests cause the death of innocent people
- It increases bad stress
- Leads to injury
- It destroys or damage of property
- It damages the image of the country (Any 3 × 1) (3)

7.2 7.2.1
- Individuals dealing with retrenchment may be angry with themselves or with others.
- Some retrenched employees develop low self-esteem and lack of energy
- Retrenchment can cause guilt
- If unmanaged it can trigger Post Traumatic Stress Disorder
- Leads to suicidal thoughts if no support is available (Any 2 × 1) (2)

7.2.2
- Give employees access to basic financial planning resources
- Provide counselling
- Organise job search workshops
- Use the company's network to refer employees
- Create an alumni support group so employees can help each other (Any 3 × 1) (3)

7.3 7.3.1

- Start disciplining your children legally at an early age✓
- Have structure in your child's life
- Know their whereabouts at all times
- Do not leave your children uncared for if they are at risk
- Get involved with every aspect of their lives
- Give your children a strong foundation of discipline and godliness
- Boost their self-esteem
- Set limits and be consistent with your discipline
- Make communication a priority (Any 3 × 1) (3)

7.3.2

- Poor parenting styles could lead to drug abuse.
- Adults who are permissive, coercive, negative and have critical attitudes are more likely to have children with antisocial tendencies.
- Low levels of overall support, parental depression, physical punishment, unhealthy expression of negative emotions and a lack of emotional support.
- Overprotective parents can lead to a lack of self-confidence in these children. (Any 2 × 1) (2)

7.4 7.4.1

- Many employers perform a background check on potential employees.
- You may be denied a job because of your criminal background.
- May decide to run away if background check on potential exposes him. (Any 2 × 1) (2)

7.4.2

- Crime does not pay
- Behaviour has consequences
- The arm of the law is long
- It pays to stay away from crime
- The past always catches up with you
- Staying away from bad company helps (Any 2 × 1) (2)

[20]

QUESTION 8

8.1 8.1.1 Treatment for tuberculosis (TB) usually involves taking antibiotics for several months. (1)

8.1.2
- Keep all your doctor appointments
- Always cover your mouth with a tissue when you cough or sneeze
- Wash your hands after coughing or sneezing
- Don't visit other people and don't invite them to visit you
- Isolation from workplaces, schools and college and areas with crowds
- Opening windows· (Any 5 × 1) (5)

8.2 8.2.1 Discrimination regarding TB is when a person, or a group of people with TB, is treated less favourably than another person or group.
(Any ONE appropriate answer) (2)

8.2.2
- They are being isolated
- They experience rejection
- They are prohibited from travelling

(Any 2 × 1) (2)

8.3 8.3.1
- Employees have the right to make their own decision about medical treatment
- Have the right to keep that information to yourself
- Everyone has the right to freedom of association
- You have the right to live your life with respect, dignity and freedom from discrimination and blame
- Everyone has the right to fair labour practices
- People with HIV or AIDS are allowed to choose what kind of work they want to do (Any 4 × 1) (4)

8.3.2
- Reduced likelihood of getting treatment
- Leads to negative effects on recovery
- Reduced hope (Any 2 × 1) (2)

8.3.3
- Create policy to recognise and respect the right to privacy
- Ensure the confidentiality and privacy of people with HIV
- Ensuring the confidentiality of personal health data
- All workplace information programs should emphasize that people with should not be fired when they are ill. (Any 4 x 1) (4)

[20]

TOTAL SECTION B: 60

SECTION C

QUESTION 9

9.1 9.1.1
- Makes you look competent and capable of doing the job
- Helps interviewer to have a good impression of you
- It helps you appear confident
- Helps you connect with interviewer
- It helps you to relax (Any 3 × 1) (3)

9.1.2
- Interviewees will get stressed
- They may perform poorly
- Interviewee may send the message that they are unsuited for the job
- May fail to get the job (Any 3 × 1) (3)

9.2 9.2.1
- Panel interview
- Group interview
- Phone interview
- Video interview
- One-on-one interviews/Face-to-face interviews
- Stress interview
- Behavioural interview
- Presentation interview (Any 3 × 1) (3)

9.2.2
- Shows that you have what it takes to do the job
- Helps demonstrate stress management skills
- Shows that you have people management skills
- Shows you are not an angry person
- Shows ability to solve problems (Any 3 × 2) (6)

9.3 9.3.1
- I speak many languages✓
- I have research skills✓
- I am highly computer literate✓
- I have good problem solving skills
- Leadership skills (Any 3 × 1) (3)

9.3.2
- understanding the basic notions of computer manipulation
- managing computer files
- word processing
- using spread sheets and databases
- creating presentations
- finding information and communicating (Any 2 × 1) (2)

[20]

QUESTION 10

10.1 A temporary employee is typically hired to cover for an absent employee's temporary vacancy, or to fill gaps in a company's workforce. (2)

10.2
- Arrive on time
- Always be honest
- Ask for help
- Be careful not to overstep your boundaries
- Do your job well
- Care about your fellow employees (6 x 1) (6)

10.3
- Jobs helps to maintain a standard of living
- Provides an avenue to fulfil a purpose
- People want to go to work because they like the feeling of being responsible of their own living
- Provide physical and mental well-being
- Helps to develop self-confidence and self-esteem
- Create a sense of self-worth provided by the feeling of contributing to society or the common good
- Give you more independence and more control over your own life
- When you work you are learning new things
- Building more skills, and making friends with people you meet through your job (Any 5 × 1) (5)

10.4 10.4.1 Lifelong learning is the on-going, voluntary, and self-motivated pursuit of knowledge for either personal or professional reasons. (2)

10.4.2
- Learning new skills can open up new opportunities and possibilities.
- Learners may develop an interest in an area that they never explored before.
- Continuous learning fuels creativity and innovation.
- Helps the learners use their knowledge and skills in meaningful ways.
- It can hit can help you stay fulfilled.
- You stay connected.
- It can help you be happier. (Any 4 × 1) (4)

10.5 Harassment between co-workers, but also customers, suppliers, associates and more.✓Theft of merchandise, stock, company property or even stealing from co-workers.✓ Forging signatures, editing environmental documentation to improve results, or making up compliance certifications.✓ Health and safety breaches.✓ Intentionally causing damage to goods or property.✓ Drug and/or alcohol use in a workplace is usually included in a company's code of conduct, so any abuse of this is breaching rules.✓ (6 × 1) (6)

[25]

TOTAL SECTION C: 45
GRAND SECTION: 150

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