higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY
(First paper**)**
NQF LEVEL 4

(7601034)

9 November 2022 (X-paper)
09:00–12:00

This question paper consists of 12 pages.

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TIME: 3 HOURS
MARKS: 150

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.

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 (1.1–1.10) in the ANSWER BOOK.

1.1 Employers have the right to prevent employees from …

A joining strikes in the workplace
B joining a trade union in the workplace
C forming a trade union in the workplace
D being busy with union matters during working hours

1.2 Parents must … for the costs of raising a child.

A budget
B disinvest
C plan
D organise

1.3 Dispute … in the workplace helps to create a peaceful working environment.

A revolution
B revolt
C revocation
D resolution

1.4 HIV and AIDS discrimination is a …

A human rights violation
B human rights record
C human rights engagement
D human rights mobilisation

1.5 Employees must adhere to a code of …

A conduction
B conductor
C conduct
D conductible

1.6 A reference in a CV helps to …

A provide background about a candidate's personal life
B provide details about a candidate’s character, skills and abilities
C provide the criminal record of a candidate
D provide information about a candidate’s family background

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1.7 After an interview, interviewees must follow correct …

A proposition
B protocol
C preposition
D project

1.8 People living with HIV/AIDS must have an appropriate … plan

A delicious
B tasty
C neutral
D nutritional

1.9 Which ONE of the following statements is correct?

A All types of stress should be promoted
B Bad stress helps to manage stressors
C Stress and depression are linked
D Stress is not a mental disorder

1.10 Management is required to provide a safe … environment

A socialising
B warking
C working
D walking

(10 × 1) **[10]**

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 Unprepared students make exam errors.

2.2 Looting and rioting destroys jobs.

2.3 Stressors helps to ease the pain of stress.

2.4 Tailgating means driving slowly.

2.5 Wage settlements are determined by trade unions.

(5 × 2) **[10]**

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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	Legally taking another's child and raising it as your own	A	openly criticising
3.2	When parents accept, love, and show affection to their children, even when they make mistakes	B	good parenting
3.3	Means using an adjective to describe your child's character	C	shaming
3.4	To give orders and tell children what to do and what not to do	D	authoritative
3.5	Characterised by a lack of responsiveness to a child's need	E	adoption
3.6	Understanding your children and their feelings	F	conditional love
3.7	Based on circumstances wherein a person feels the need to be present in order to give love to someone	G	over-parenting
3.8	Telling embarrassing or revealing stories in an attempt to manipulate the child's attitude or behaviour	H	negligent
3.9	Cannot tolerate when children get hurt, fail or make a mistake	I	unconditional love
3.10	Constantly berating children in front of others	J	labelling
		K	comparison
		L	empathetic

(10 × 1) **[10]**

QUESTION 4

Complete the following sentences by writing only the missing word or words next to the question number (4.1–4.5) in the ANSWER BOOK.

4.1 Voters must have the required … for voting.

4.2 The Department of … has resources that employees can use.

4.3 Traffic accident … need more blood.

4.4 The … symptoms of stress can be observed.

4.5 … is the physical or psychological neglect of a child.

(5 × 1) **[5]**

QUESTION 5

5.1 The increasing number of road accidents on South African roads calls for new traffic safety measures.

5.1.1 Explain what you understand by *traffic safety measures*. (2)

5.1.2 Identify TWO traffic safety measures usually violated by motorists. (2)

5.1.3 Explain TWO advantages of obeying traffic safety measures. (2)

5.2 Road accidents have an impact on the workplace and the government needs to do more to prevent traffic accidents.

5.2.1 Briefly explain TWO ways traffic accidents have an impact on work productivity. (2)

5.2.2 Suggest TWO strategies the government can introduce to reduce the number of road accidents**.** (2)

[10]

TOTAL SECTION A: 45

SECTION B

QUESTION 6

Some of the lessons learned from the COVID-19 pandemic are the following:

- Stress management is important
- Study skills are important
- Identification of misinformation and fake news is important
- Taking care of one's job is important

6.1 During the pandemic students lost a large number of contact teaching hours, and students realised that study skills are very important.

6.1.1 Identify THREE effective study skills students can use. (3)

6.1.2 List TWO advantages of using study skills. (2)

6.1.3 Explain what will happen if students fail to implement effective study skills. Give TWO answers. (2)

6.2 In an uncertain economic climate, taking care of one's job is important, as retrenchments are common.

6.2.1 Mention what do you understand by *retrenchment*. (2)

6.2.2 Identify TWO skills that can improve the odds of staying employed during tough economic times. (2)

6.3 During tough times most people experience stress. Stress management is important for mental health.

6.3.1 Discuss what you understand by *stress management*. (2)

6.3.2 Suggest THREE practical ways of managing stress. (3)

6.3.3 Identify TWO types of bad stress that affect people during tough times. (2)

6.3.4 Explain TWO ways in which stress affects people's personal lives. (2)

[20]

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QUESTION 7

Study the picture below and answer the questions that follow.

Rioting, protests and looting in South Africa



The city of Durban has estimated over R1 billion in damages and lost goods, which, along with 129,000 jobs at risk, could amount to a R1.4 billion hit to the port city's gross domestic product.

Millions of South Africans are still struggling, particularly during worsening economic conditions stoked by the coronavirus pandemic.

"Our children are going to grow up knowing that looting is not a crime," Ncube said. "In 10 years to come, we'll be doing this every year."

[Source: *www.nbcnews.com/news/world/after-protests-looting-tear-through-south-africa-nation-wonders-what-n1275585]*

7.1 Rioting, violent protests and looting are not the way to solve problems.

7.1.1 Evaluate the impact of looting in the local communities. Give THREE answers. (3)

7.1.2 Name THREE negative consequences of violent protests. Do NOT use answers from the passage. (3)

7.2 Thousands of people were retrenched during recent riots, violent protests, or looting.

7.2.1 Briefly explain TWO ways retrenchment impacts the individual. (2)

7.2.2 Recommend THREE strategies that can help retrenched employees. (3)

7.3 Parents have a responsibility to prevent their children from being involved in criminal activities.

7.3.1 Provide THREE strategies that parents can use to let their children know that looting is a crime. (3)

7.3.2 Explain TWO parenting styles that encourage children's criminal behaviour. (2)

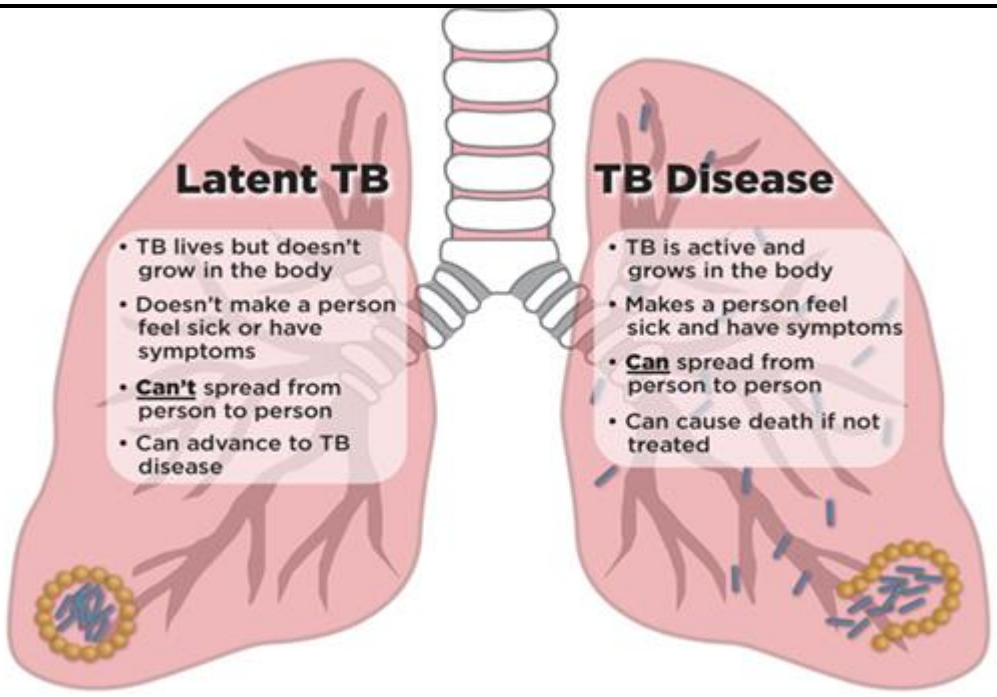
7.4 One of your friends at college confesses to you that he was arrested for looting and rioting. He recently applied for a job at the South African Police Service.

7.4.1 Give TWO reasons why your friend is NOT likely to get a job. (2)

7.4.2 State TWO lessons that college students can learn from recent riots, violent protests, and looting. (2)
[20]

QUESTION 8

Study the picture below and answer the questions that follow.



Infection with both HIV and TB is called HIV/TB coinfection. An untreated latent TB infection is more likely to advance to TB disease in people with HIV than in people without HIV. In people with HIV, TB disease is considered an AIDS-defining condition. AIDS-defining conditions are infections and cancers that are life-threatening in people with HIV.

[Source: *www.hivinfo.nih.gov/understanding-hiv/fact-sheets/hiv-and-tuberculosis-tb/*]

8.1 TB is active and can grow in the body.

8.1.1 Give ONE effective way of treating TB. (1)

8.1.2 Describe FIVE ways that can be used to prevent TB from spreading from one person to another. (5)

8.2 Infection with TB can lead to stigmatisation, discrimination, and human rights violations.

8.2.1 Discuss what do you understand by *discrimination regarding TB.* (2)

8.2.2 Identify TWO ways employees living with TB are stigmatised. (2)

8.3 AIDS-defining conditions are life-threatening in people with HIV.

8.3.1 State FOUR rights employees living with HIV/AIDS have. (4)

8.3.2 Name TWO ways in which discrimination has an impact on HIV-positive employees. (2)

8.3.3 Provide FOUR measures that management can put in place to protect employees living with HIV/AIDS. (4)

[20]

TOTAL SECTION B: 60

SECTION C

QUESTION 9

Study the picture below and answer the questions that follow.



Introducing yourself during an interview and answering the questions correctly can land you that job.
[Source: *www.google.com/search=Why+it+important+to introduce professional at the interview*]

9.1 Your conduct during an interview should make a good impression.

9.1.1 State THREE reasons why it is important for the interviewee to introduce themselves properly in the interview. (3)

9.1.2 Predict what will happen if interviewees fail to introduce themselves properly in an interview. Name THREE consequences. (3)

9.2 The interviewee must be knowledgeable about different types of interviews and should prepare for them.

9.2.1 List THREE types of job interviews. (3)

9.2.2 Explain why it is important for the interviewee to manage their anger during the interview. Give THREE reasons. (3 × 2) (6)

9.3 Probing questions ask for more detail on a particular matter. These are often follow-up questions.

Explain how to answer the following probing questions:

9.3.1 Give me THREE other skills you have that make you the best candidate for the job. (3)

9.3.2 Share TWO pieces of information about the computer skills that you have. (2)
[20]

QUESTION 10

Read the passage below and answer the questions that follow.

Steve is a temporary employee in a motor company. His supervisor told him that the job is important, and that if he does well, he may be permanently appointed.

10.1 Discuss what you understand by *temporary employee*. (2)

10.2 To get permanent employment, Steve must demonstrate a certain type of behaviour.

Name SIX types of behaviour that may improve the chances of permanent employment. (6)

10.3 State FIVE reasons why having a job is important. (5)

10.4 Lifelong learning is important in a changing work environment.

10.4.1 Mention what *lifelong learning* is. (2)

10.4.2 Explain FOUR benefits of lifelong learning to Steve. (4)

10.5 The manager told Steve, that for him to get a permanent position, he needs to avoid bad behaviour that could amount to misconduct.

Write a paragraph of SIX sentences to describe behaviour that could lead Steve to being charged with misconduct. (6)
[25]

TOTAL SECTION C: 45
GRAND TOTAL: 150

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