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)

17 November 2020 (X-paper)
09:00–12:00

This question paper consists of 11 pages.

011Q1N2017

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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 question on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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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 (1.1–1.10) in the ANSWER BOOK.

1.1 The Labour Relation Act makes provision for … strikes

A Illegal
B legal
C illegitimate
D liberal

1.2 An employee's job contract is governed by the …

A Basic Conditions of Employment Act.
B Trade Union Contract Charter.
C Bill of Responsibilities and Duties.
D Legal Aid Act for Workers and Employers.

1.3 Counselling helps to …

A suppress emotional pain.
B deal with emotional pain.
C ignore emotional pain.
D suspend emotional pain.

1.4 The Covid-19 infection rate is spreading at an alarming rate, and so does stress amongst citizens. Stress can be described as …

A episodes of mood swings.
B feeling a sense of deep sadness all the time.
C a feeling of emotional or physical tension.
D a strong dependence on a substance.

1.5 The shop…represents employees.

A stalwart
B steward
C special
D stock

1.6 A good … profile enhances employability.

A persona
B purpose
C personal
D personality

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1.7 Life ... changes are essential in managing HIV and AIDS.

A stylish
B style
C still
D symbol

1.8 The term 'compare and contrast' in an examination means to …

A list examples.
B make something clear by writing a paragraph.
C inspect the components.
D identify both similarities and differences.

1.9 A diet for people who are living with HIV must contain …

A nitrates.
B nitrites.
C nutrients.
D natrients.

1.10 South African labour laws support … wage.

A minimum
B maximum
C maxilla
D minimise

(10 × 1) **[10]**

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QUESTION 2

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (2.1–2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
2.1	This takes place when an elected member resigns, dies, retires or is dismissed	A	voting officer
2.2	It is the percentage of eligible voters who cast a ballot in an election	B	by-election
2.3	Proper conduct during elections	C	election
2.4	Refers to those elections which are not marked by torture and manipulation of media	D	voter turnout
2.5	People who have the legal right to cast a ballot in an election	E	free and fair
2.6	List of persons who are eligible to cast a ballot in an electoral district	F	polling station
2.7	Process by which a population chooses an individual to hold public office	G	voters' roll
2.8	A place where people go to vote in an election	H	voters
2.9	A published declaration of the intentions, motives, or views of a political party	I	good voter behaviour
2.10	It is the act of dishonestly organising an election to get a particular result	J	manifesto
		K	rigging
		L	coup d'etat

(10 × 1) **[10]**

QUESTION 3

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (3.1–3.5) in the ANSWER BOOK. Give ONE reason for each answer.

3.1 An online job application is worthless.

3.2 Retrenchment is the increasing of staff as the company makes more profit.

3.3 Illegal drugs help to relieve stress in the long term.

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3.4 Opinions are facts that can be proven.

3.5 Unsafe working conditions reduce productivity.

(5 × 2) **[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 The Covid-19 pandemic has brought about a lot of fake news and false information. You need to use your … skills to analyse situations and offer sensible responses.

4.2 An unfair label and disapproval of others who have tested positive for Covid-19 is called …

4.3 Tuberculosis mainly affects the …

4.4 Opportunistic infections develop if your … is compromised or damaged.

4.5 The ongoing, voluntary and self-motivated pursuit of knowledge is …

(5 × 1) **[5]**

QUESTION 5

5.1 Wilson is struggling with vocational subjects. He is tense and unable to study effectively. Jabu says that he needs good stress.

5.1.1 What do you understand by bad stress? (2)

5.1.2 Explain TWO ways that bad stress is negatively affecting Wilson's performance. (2)

5.1.3 Good stress can help Wilson to perform better.

Write TWO sentences to support this statement. (2)

5.2 Study skills enhance performance in an examination.

5.2.1 Advise Wilson on TWO effective study methods. (2)

5.2.2 Suggest TWO useful exam-writing skills for Wilson. ..(2)

[10]

TOTAL SECTION A: 45

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SECTION B

QUESTION 6

Study the cartoon below and answer the questions.

CARTOON A



CARTOON B



6.1 Every day, hundreds of road traffic accidents occur across South Africa.

6.1.1 Look at cartoon A.

Identify FOUR possible causes of head-on collisions as depicted in cartoon A. (4)

6.1.2 What THREE items of advice will you give to the two drivers in cartoon A to prevent similar accidents from happening in future? (3)

6.1.3 Give THREE reasons why many children are involved in road accidents as depicted in cartoon B. (3)

6.1.4 Describe TWO ways to prevent children from being run over or killed by cars. (2)

6.2 The community in cartoon B were angry with the driver. They wanted to burn the car.

6.2.1 Give TWO reasons why communities favour mob justice. (2)

6.2.2 Discuss TWO ways in which logical reasoning can be used to show that mob justice is not the solution.

(2 × 2) (4)

6.3 Jonathan recently got a job. He has been given a new company car.

Name TWO safety measures that he should follow while driving a company car. (2)

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QUESTION 7

Read the scenario below and answer the questions.

NTOKOZO MBAMBO

It is no exaggeration that Ntokozo Mbambo, 33, has changed gospel music. Here, the star reveals the hurdles she overcame to lead a life of purpose. 'My parents treated me in the way that they saw me in the future'. At 15 years old she joined Joyous Celebration gospel choir. Her parents struck a deal with her. They told her that she should maintain high grades or else she would not be allowed to sing in the choir.

When she was asked what kind of parent she was, she said that she was a disciplinarian. Ntokozo indicated that she and her husband made the decision not to post pictures of their daughter online.

'After the birth of my first child, I felt that I had lost touch with who I was. I was busy being a mom, wife, artist and forgot who I really was. I just fell into depression. My husband didn't know how to help. My family also tried to help but didn't know what to do.' The then mom of one accepted that she was experiencing depression and decided to tackle the illness head on.

[Adapted from *True Love April 2019*]

7.1 Depression does not discriminate, it attacks anyone.

7.1.1 Give TWO names for the kind of depression that Ntokozo suffered from after giving birth. (2)

7.1.2 Identify FOUR symptoms of the depression that was indicated in QUESTION 7.1.1. (4)

7.1.3 Give THREE reasons why it is important that Ntokozo accepted that she suffered from depression. (3)

7.1.4 Recommend TWO ways in which Ntokozo's husband can help her to manage her depression. (2)

7.2 Parents need to demand certain standards to enable their children to achieve goals.

7.2.1 Give TWO reasons why it is important for the parents to insist that their children do well at school. (2)

7.2.2 Recommend TWO things parents should demand from their children. (2)

7.2.3 Recommend THREE strategies for parents to use if their children fail at school. (3)

7.3 Ntokozo says that she is a disciplinarian.

Suggest TWO suitable ways in which parents can discipline their children. (2)

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QUESTION 8

Read the following rap and answer the questions.

Dig in, do not give up

When life gets difficult,
dig in, do not give up
When you fail some subjects
dig in, do not give up

Job market is competitive
dig in, do not give up
Interviews are challenging
dig in, do not give up

Living with HIV can be challenging
dig in, do not give up

Working environment is full of stressors
Dig in, do not give up

8.1 Setting goals for lifelong learning is important.

8.1.1 Why is it important to set goals for lifelong learning? Give TWO reasons. (2)

8.1.2 Identify TWO strategies that can help you to keep on trying to achieve your lifelong learning goals. (2)

8.1.3 What should you do if you fail some subjects? Give TWO suggestions. (2)

8.2 A good job interview can lead to a job.

8.2.1 Give TWO reasons why some interviewees find interviews challenging. (2)

8.2.2 Explain why preparing a good CV is an essential part of the job application process. (2)

8.2.3 A friend went to many job interviews but failed to get a job. Give your friend TWO items of advice about how to stay motivated to find a job. (2)

8.3 Describe TWO ways to encourage a friend living with HIV, to take ARVs as required. (2)

8.4 Explain how you will oppose discrimination in the workplace against colleagues who are living with HIV. (2)

8.5 Identify TWO stressors that can specifically affect employees living with HIV. (2)

8.6 Create a powerful slogan or saying, to encourage youth to never give up. (2)

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TOTAL SECTION B: 60

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SECTION C

QUESTION 9

Study the scenario below and answer the questions.

Monica

While in the middle of an interview, her cell phone rings, she answers it and continues with the interview. Before the interview Monica had spilt coffee on her yellow suit.

John

During the interview he repeatedly interrupts the interviewers. When asked why he wants to quit his current job, John said: 'My present manager is jealous of my qualifications and all members of the team hate me'.

9.1 The way they answer questions tends to help interviewees land a job.

9.1.1 Describe THREE unwanted behaviours that interviewees should not demonstrate in the interview room. Do not mention the behaviours described in the scenario above. (3)

9.1.2 Explain why her cell phone ringing during the interview may keep Monica from getting the job. (2)

9.1.3 Recommend ONE suitable way in which Monica could have handled the situation of her cell phone ringing during the interview. (2)

9.2 Give Monica TWO items of advice on clothing that she should not wear for an interview. (2)

9.3 Applying logical reasoning is important when answering questions during interviews.

Apply logical reasoning to write TWO sentences to show John how to answer the question on why he wanted to quit his current job. (2)

9.4 John seemed to experience bad stress.

Describe TWO ways in which interviewees can manage to remain calm during an interview. (2)

9.5 Describe THREE actions that can be taken if employers fail to honour job contracts. (3)

9.6 Help Monica and John to reflect on what they should have learnt from their behaviour during their interviews. Write TWO reflective sentences for Monica and TWO for John. (2 + 2) (4)

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QUESTION 10

Study the statement below and answer the questions.

Trade unions scramble to save jobs amid the Covid-19 outbreak in SA

Workers' Day was commemorated amid the Covid-19 outbreak which has threatened millions of jobs and an economic depression. Unions and labour federations said they are engaging with the government and other stakeholders to save jobs.

According to the projection by the National Treasury, South Africa could lose up to 7 million jobs and see unemployment surging up from 29.1% to 50%.

[Source: Adapted from https://www.iol.co.za/sundayindependent/news/labour-unions-scramble-to-save-jobs-amid-the-covid-19-outbreak-in-sa-47491247]

10.1 Suggest FOUR actions the trade unions mentioned can take to save jobs amid the Covid-19 outbreak. (4)

10.2 Discuss FOUR benefits of belonging to a trade union. (4)

10.3 Recommend FOUR ways in which employees can manage retrenchment. (4)

10.4 Ms Baloyi was fired from her job. She had been working for the company for 10 years.

The owner of the company said that because of lockdown, he could no longer employ her. She was given only one day notice.

The owner said because of lockdown he could not give her severance pay. He said he could not even pay her salary for the month. She also was not paid for her leave days still due to her.

10.4.1 Identify FOUR contract violations committed by the company owner. (4)

10.4.2 To which institution should Ms Baloyi report issues around non-payment of salary? (2)

10.4.3 Evaluate which dispute resolution method would work best for Ms Baloyi. Give a reason for your choice. (1 + 2) (3)

10.4.4 Write a paragraph of at least FOUR sentences to explain how the CCMA can assist Ms Baloyi. (4)

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TOTAL SECTION C: 45
GRAND TOTAL: 150

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