higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE (VOCATIONAL)

NEW VENTURE CREATION
NQF LEVEL 3

2 March 2020

This marking guideline consists of 10 pages.

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SECTION A

1.1	1.1.1	D		
	1.1.2	B		
	1.1.3	B		
	1.1.4	A		
	1.1.5	A		
			(5 × 1)	(5)
1.2	1.2.1	False		
	1.2.2	False		
	1.2.3	True		
	1.2.4	True		
	1.2.5	True		
			(5 × 1)	(5)
1.3	1.3.1	B		
	1.3.2	C		
	1.3.3	G		
	1.3.4	E		
	1.3.5	F		
	1.3.6	H		
	1.3.7	I		
	1.3.8	J		
	1.3.9	L		
	1.3.10	A		
			(10 × 1)	(10)
1.4	1.4.1	Stakeholders		
	1.4.2	Business operating system		
	1.4.3	Recruitment		
	1.4.4	Senior person		
	1.4.5	Relationship		
			(5 × 1)	(5)
1.5	1.5.1	Community		
	1.5.2	Sales		
	1.5.3	Disciplinary procedures		
	1.5.4	Savings		
	1.5.5	Administration		
			(5 × 1)	(5)
				[30]

TOTAL SECTION A: 30

SECTION B

QUESTION 2

2.1
- By advertising in the local newspaper.
- Checking the data base of the business.
- Posting information on social media.
- By word of mouth.
- Networking (5)

2.2 Cheque/current account.✓
It is mentioned in the case study that they found a suitable location to lease.✓✓ (1 + 2) (3)

2.3

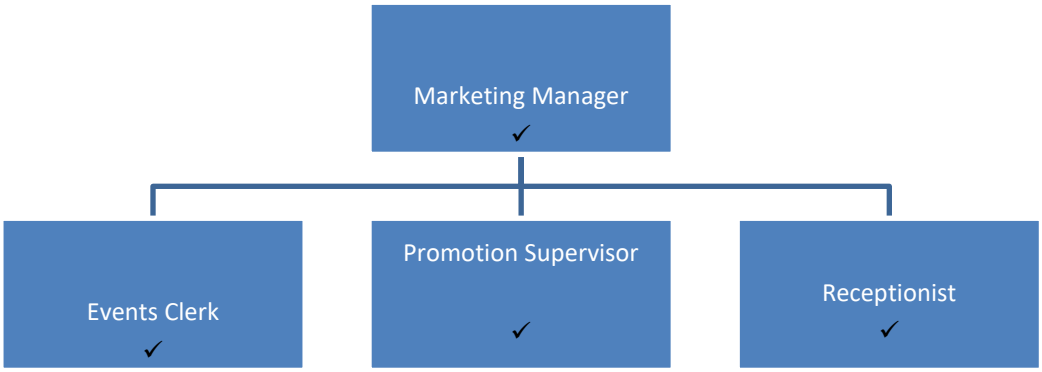
NAME OF EMPLOYEE: _____

JOB TITLE: _____

No	Skills needed for job	Training needed	By when
1.	Correct information ✓	Correct information✓	Date given✓
2.	Correct information ✓	Correct information ✓	Date given✓

(Or any other suitable answer)(6 × 1) (6)

2.4



✓= arrows flowing in the correct ~~position~~direction.
✓ = span of control line. (6 × 1) (6)

2.5 2.5.1
- Housekeeping will make sure that the people staying in the Safe House have clean clothes to wear.
- Washing and ironing is done daily.
- Kitchen is tidy and clean.
- Provide a healthy meal to the residentts~~ce~~ daily. (Any 2 × 1) (2)

2.5.2
- Supply chain ~~in~~ will provide support by ordering and purchasing goods at the right time.
- Get the reliable suppliers to deliver on time.
- Issue order numbers in time to avoid delays. (Any 2 × 1) (2)

2.6
- The business will go down. HR need to support Finance by advertising for the suitable persons to be appointed in vacant positions.
- HR also need to induct new people~~;,~~ give them contracts~~'~~.
- Business need to do a skills audit~~; .,~~ t~~T~~rain new staff members.
- Finance needs to do the costing for all the expenses in the business and also to see if they can afford to appoint new people in vacant positions.

(Any 3 × 2) (6)
[30]

QUESTION 3

3.1

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
• People inside the business with a personal interest. • They also have influence on others in the business. • They are involved in the development~~s~~ of the business.	• People from outside the business ~~that~~ who have interest. • Just want to invest in the business. • Not involved in the daily running of the business.

(Any 2 × 2) (4)

3.2
- Owners
- Managers
- Employees
- Customers
- Receptionist
- Drivers
- Care~~-~~givers (Any 5 × 1) (5)

3.3 Leased✓
It is mentioned in the case study that they found a suitable location to lease✓✓ (1 + 2) (3)

3.4
- To protect the staff, employees and residentsce~~ce~~ from injuries and diseases~~eceases.~~
- To make them aware of safety and that they must be extra careful not to get hurt~~.~~
- To educate and train them to assist where necessary ~~and if needed.~~

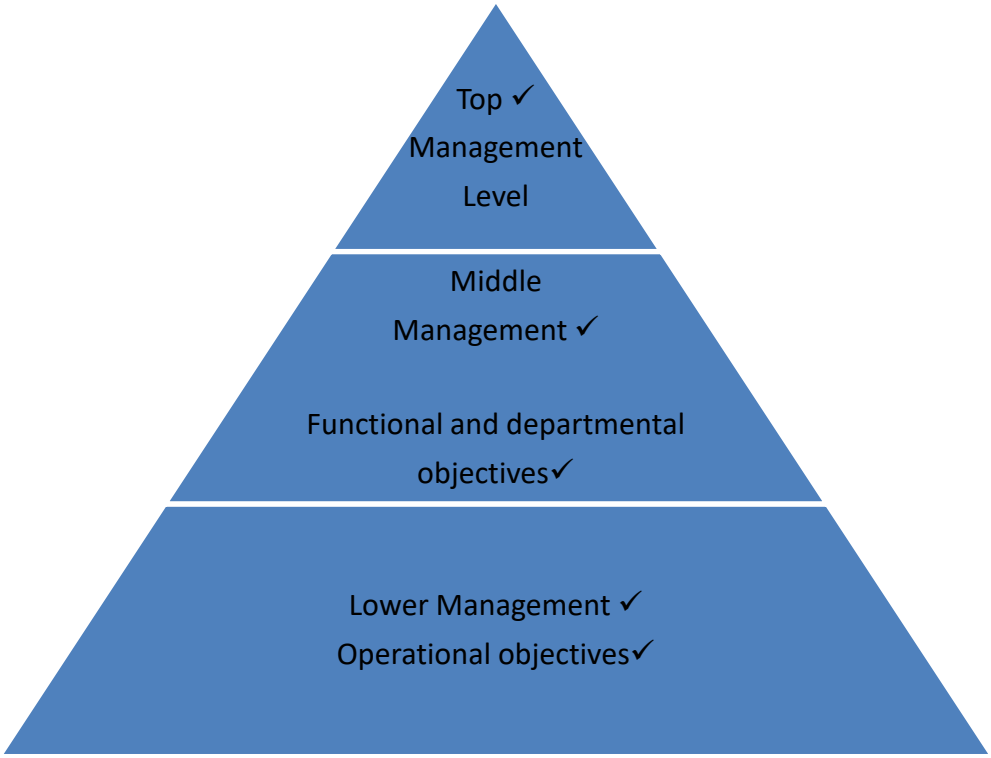
(Any 2 × 2) (4)

3.5

MAIN FUNCTION	SUPPORT FUNCTION
• To take care of patients ✓	• Care-givers to assist and take care of them ✓ • Nurses to offer services
• To offer educational programmes ✓	Volunteers to offer the programmes ✓

(2 × 2) (4)

3.6



Top management is concerned with ~~about~~ the strategic goals✓ (6)

3.7 The driver:

- can deliver food from the suppliers to the Safe House
- transport staff to workshops
- transport community who would like to have more information about the Safe House

Care-givers:

- assist sick people
- help clients with daily activities (Any 4 × 1) (4)

[30]

QUESTION 4

4.1
- Insurance for damage to office furniture
- Insurance for damage to machinery and equipment
- Insurance for damage to stock of finished goods, ~~material ad~~ministrative material
- Insurance for damage to building
- Insurance for contingent losses (Any 4 × 1) (4)

4.2 This will result in the following:
- Force the customer to leave Bisiwe's business and switch to the competitors; ~~and~~ the business will lose future income
- Reinforce the customer's loyalty to the business

It is therefore important for stakeholders to work together in good spirit. (2 × 2) (4)

4.3 4.3.1 A written agreement between the employer and an employee at the time the employee is hired~~.~~ (2)

4.3.2
- The full names and address of the employer~~s.~~
- The full names and surname of the employee~~.~~
- The name and occupation of ~~the work of~~ the employee~~.~~
- The place of work~~.~~
- The ordinary hours and normal days of work~~.~~
- The term of employment~~.~~
- The rate of payment for overtime~~.~~
- Details of any other payments~~.~~ (Any 3 × 2) (6)

ADDENDUM A

QUESTION 4.3.3

CONTRACT OF EMPLOYMENT

BETWEEN
BISIWE'S SAFE HOUSE✓

AND

(any name) ✓

Positions: _Care-giver__✓_____

Salary: R10 000 per month_✓_____

Job purpose: –To take care of the patients✓

Duties: To wash and clean the patients.
To clean their rooms.

Conditions of employment: Permanent

Hours of work: 40 hours per week_____

Lunch hours: 13:00-14:00__✓_____

Tea breaks: _____

Annual Leave: 27 days __✓_____

Sick Leave: 36--day cycle in three years
_____

Termination of employment: 1 Month notice_____

Signed …….. on the ……..day of 20 ..

_____ _____

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EMPLOYER	EMPLOYEE

(7 × 1) (7)

ADDENDUM B

QUESTION 4.4

JOB PROFILE	
PERSONAL DETAILS	
SURNAME	✓
NAMES	✓
ADDRESS	✓
IDENTITY NUMBER	✓
CONTACT DETAILS	✓
TEL NUMBER	✓
QUALIFICATIONS	
SUITABLE	**QUALIFICATIONS FOR ACCOUNTING**✓
SPECIAL INTEREST	
	ANY SPECIAL I-NTEREST MENTIONED
1 Mark allocated for any information	

(6 × 1) (6)

4.5
- The gardener can keep the garden clean and neat.
- Create an environment where patients can enjoy the sun. (Any ONE) (1)

[30]

QUESTION 5

5.1
- Using tellers located inside the bank~~,~~ by visiting a branch of your choice
- Using ATMs
- Using internet
- Using cell phones
- Using telephone banking system (Any 4 × 1) (4)

5.2

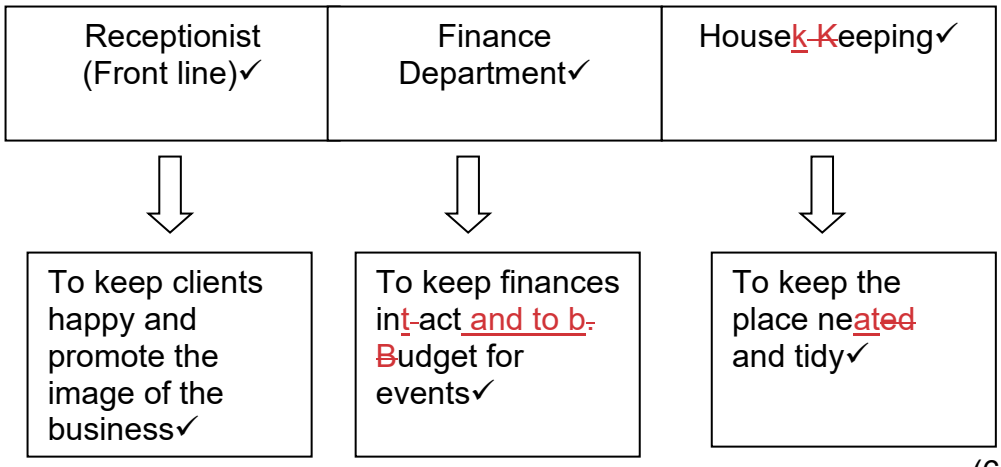
No	Tasks to be done	Who is responsible	Time frame
1.	Task mentioned✓	Name of person responsible✓	Indicated✓
2.	Task mentioned✓	Name of person responsible✓	Indicated✓

(6 × 1) (6)

5.3
5.3.1 Skills Development Levy (SDL)
5.3.2 Occupational Injuries and D~~d~~iseases (OID)
5.3.3 Labour Relations Act
5.3.4 Employment Equity Act

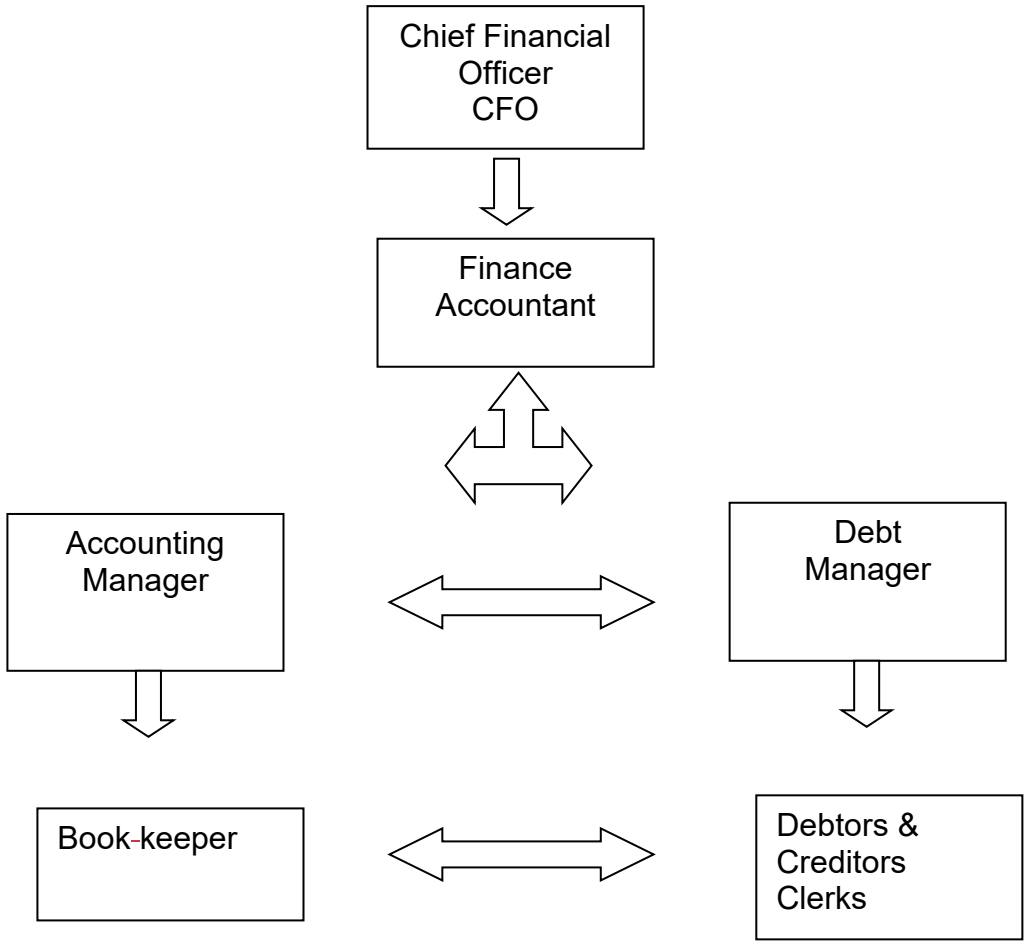
(4 × 1) (4)

5.4



(6 × 1) (6)

5.5



1 mark for the blocks✓
1 mark~~s~~ for the arrows in the correct directions✓ (7 × 1) (7)

5.6
- To be able to work together in order to grow personally~~.~~
- To increase productivity and sales~~.~~
- To increase profits~~.~~ (2)

[30]

TOTAL SECTION B: 120
GRAND TOTAL: 150

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