



higher education  
& training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

# **MARKING GUIDELINE**

**NATIONAL CERTIFICATE**  
**DATA MANAGEMENT: FARMING N6**  
**14 JUNE 2018**

This marking guideline consists of 10 pages.

**SECTION A****QUESTION 1**

|     |        |   |                      |             |
|-----|--------|---|----------------------|-------------|
| 1.1 | 1.1.1  | B   |                      |             |
|     | 1.1.2  | D   |                      |             |
|     | 1.1.3  | A   |                      |             |
|     | 1.1.4  | B   |                      |             |
|     | 1.1.5  | C   |                      |             |
|     | 1.1.6  | B   |                      |             |
|     | 1.1.7  | A   |                      |             |
|     | 1.1.8  | A   |                      |             |
|     | 1.1.9  | D   |                      |             |
|     | 1.1.10 | C   |                      |             |
|     |        |   | (10 × 2)             | (20)        |
| 1.2 | 1.2.1  | I   |                      |             |
|     | 1.2.2  | F   |                      |             |
|     | 1.2.3  | E   |                      |             |
|     | 1.2.4  | B   |                      |             |
|     | 1.2.5  | G   |                      |             |
|     | 1.2.6  | C   |                      |             |
|     | 1.2.7  | A   |                      |             |
|     |        |   | (7 × 2)              | (14)        |
| 1.3 | 1.3.1  | Supervision   |                      |             |
|     | 1.3.2  | Passwords   |                      |             |
|     | 1.3.3  | Rotation of jobs  |                      |             |
|     | 1.3.4  | Physical access control   |                      |             |
|     | 1.3.5  | <ul style="list-style-type: none"><li>• System logs</li><li>• Separation of duties</li><li>• Staff taking leave due</li></ul> |                      |             |
|     |        |   | (Any ONE)            |             |
|     |        |   | (Any relevant 5 × 2) | (10)        |
|     |        |   |                      | <b>[44]</b> |

**QUESTION 2**

- 2.1 2.1.1 Direct high-speed cables connect computers to share hardware, software and data resources over a short distance. NO wires owned by a telephone company.
- 2.1.2 Different devices are connected through wireless Bluetooth technology.
- 2.1.3 Network connecting two or more LANs limited to a specific geographical area such as university or college campus.
- 2.1.4 High-frequency radio enable wireless connection between devices in a limited area. NO cables needed.
- 2.1.5 Link buildings in the same city or town (5 × 2) (10)
- 2.2
- Reduces injuries, errors, defects and costs
  - Reduces employee absence
  - Improves satisfaction
  - Improves productivity.
  - Reduces workplace stress (5 × 2) (10)
- 2.3
- Draw up the request for a proposal.
  - Send the requests to suppliers.
  - Draw up a shortlist.
  - Evaluate the suppliers on the short list.
  - Make the final selection. (5)
- 2.4 Outright purchase✓  
Purchasing and paying cash for the computer is the cheapest form of financing. Advantages include being cheap, immediate ownership. Disadvantages include high initial costs, high maintenance cost, limited cash flow, computer may be outdated quickly.✓✓
- Leasing✓  
The finance company purchases a computer selected by the user. The user pays rent for a certain period which covers the cost of the equipment and interest. Advantages include flexibility, no problems with cash flow, allowing user a free choice. Disadvantages include being more expensive than purchasing, ownership remaining with the finance company and poor flexibility for upgrade.✓✓
- Suspensive sale agreements✓  
Same as lease except that ownership is automatically transferred to the user after payment of the last instalment. Equipment reflects on the balance sheet.✓✓

Rental from the manufacturer.✓

Only financially strong manufacturers will be able to render this facility to the user. NO initial capital outlay, maintenance provided by the manufacturer. Most expensive form of finance. Freedom and independence are restricted by the agreement with the manufacturer.✓✓

(Any 2 × 3)

(6)  
[31]

QUESTION 3

EXAM NO✓

QUESTION 3✓

✓✓✓

[5]

TOTAL SECTION A:

80

**SECTION B: PRACTICAL**  
**SPREADSHEET**

**QUESTION 4**

4.1

EXAM NO ✓ QUESTION NO. ✓

BLANK ROWS ✓✓

BOLD: CENTRE ✓✓

|    | A  | B                  | C                  | D                         | E                        | F                  | G            | H                | I                            | J                 |
|----|--|--------------------|--------------------|---------------------------|--------------------------|--------------------|--------------|------------------|------------------------------|-------------------|
| 1  | ONDINI FARM                                |                    |                    |                           |                          |                    |              | WRAP TEXT ✓      |                              |                   |
| 2  | →  |                    |                    |                           |                          |                    |              |                  |                              |                   |
| 3  | WORKERS WAGES FOR 1st WEEK OF JANUARY 2016 |                    |                    |                           |                          |                    |              |                  |                              |                   |
| 4  |  |                    |                    |                           |                          |                    |              |                  |                              |                   |
|    | <b>WORKER'S NAMES</b>                      | <b>AGE (YEARS)</b> | <b>DAYS WORKED</b> | <b>WAGE RATE PER HOUR</b> | <b>OVER TIME (HOURS)</b> | <b>WEEKLY WAGE</b> | <b>BONUS</b> | <b>INCENTIVE</b> | <b>INCOME TAX DEDUCTIONS</b> | <b>GROSS WAGE</b> |
| 5  |  |                    |                    |                           |                          |                    |              |                  |                              |                   |
| 6  | ALICE                                      | 25                 | 5                  | 215.95                    | 3                        |                    |              |                  |                              |                   |
| 7  | BRIAN                                      | 30                 | 3                  | 365                       | 5                        |                    |              |                  |                              |                   |
| 8  | PETERS                                     | 29                 | 5                  | 215.65                    | 2                        |                    |              |                  |                              |                   |
| 9  | JACOB                                      | 45                 | 2                  | 365                       | 3                        |                    |              |                  |                              |                   |
| 10 | LUTHANDO                                   | 19                 | 4                  | 195.05                    | 1                        |                    |              |                  |                              |                   |
| 11 | SUSAN                                      | 22                 | 3                  | 320.25                    | 2                        |                    |              |                  |                              |                   |
| 12 |  |                    |                    |                           |                          |                    |              |                  |                              |                   |
| 13 | INCOME TAX:                                | 15%                |                    |                           | TOTAL:                   |                    |              |                  |                              |                   |
| 14 |  |                    |                    |                           | AVERAGE:                 |                    |              |                  |                              |                   |
| 15 |  |                    |                    |                           |                          |                    |              |                  |                              |                   |
| 16 |  |                    |                    |                           |                          |                    |              |                  |                              | INCENTIVE         |
| 17 |  |                    |                    |                           |                          |                    |              |                  | 0                            | R 0.00            |
| 18 |  |                    |                    |                           |                          |                    |              |                  | 1                            | R 150.00          |
| 19 |  |                    |                    |                           |                          |                    |              |                  | 2                            | R 200.00          |
| 20 |  |                    |                    |                           |                          |                    |              |                  | 3                            | R 250.00          |
| 21 |  |                    |                    |                           |                          |                    |              |                  | 4                            | R 350.00          |
| 22 |  |                    |                    |                           |                          |                    |              |                  | 5                            | R 500.00          |

FIGURE 1

HORIZ AND VERT LINES ✓✓

PRINT LANDSCAPE: WITHOUT ROW, COLUMN HEADINGS AND GRID LINES ✓

(10)

DATA MANAGEMENT: FARMING N6

4.2

1      A                      B                      C                      D                      E                      F                      G                      H                      I                      J  
 1      ONDINI                      U, ✓ B ✓ BASKERVILE OLD FACE 18pt, ✓ CENTRE ACROSS  
 FARM

2  
 3      **WORKERS WAGES FOR 1st WEEK OF JANUARY 2016**      BOLD, ✓ ITALICS ✓  
 4

| 5  | WORKER'S NAMES | AGE (YEARS) | DAYS WORKED | WAGE RATE PER HOUR | OVER TIME (HOURS) | WEEKLY WAGE | BONUS | INCENTIVE | INCOME TAX DEDUCTIONS | GROSS WAGE |
|----|----------------|-------------|-------------|--------------------|-------------------|-------------|-------|-----------|-----------------------|------------|
| 6  | ALICE          | 25          | 5           | 215.95             | 3                 | 8 638.00    | 550   | 500       | 1 453.20              | 11 141.20  |
| 7  | BRIAN          | 30          | 3           | 365.00             | 5                 | 8 760.00    | 550   | 250       | 1 434.00              | 1 0994.00  |
| 8  | PETERS         | 29          | 5           | 215.65             | 2                 | 8 626.00    | 0     | 500       | 1 368.90              | 10 494.90  |
| 9  | JACOB          | 45          | 2           | 365.00             | 3                 | 5 840.00    | 550   | 200       | 988.50                | 7 578.50   |
| 10 | LUTHANDO       | 19          | 4           | 195.05             | 1                 | 6 241.60    | 0     | 350       | 988.74                | 7 580.34   |
| 11 | SUSAN          | 22          | 3           | 320.25             | 2                 | 7 686.00    | 0     | 250       | 1 190.40              | 9 126.40   |

SORT:  
 DECENDING  
 ACCORDING  
 TO AGE ✓

|    |             |     |  |  |  |          |           |          |           |          |           |
|----|-------------|-----|--|--|--|----------|-----------|----------|-----------|----------|-----------|
| 12 |             |     |  |  |  |          |           |          |           |          |           |
| 13 | INCOME TAX: | 15% |  |  |  | TOTAL:   | 45 791.60 | 1 650.00 | 2 050     | 7 423.74 | 56 915.34 |
| 14 |             |     |  |  |  | AVERAGE: | 76 319.33 | 275      | 341.66667 | 1 237.29 | 9 485.89  |

16      CALCULATIONS: A, ✓ ✓ B, ✓ ✓ C, ✓ ✓ D, ✓ ✓ E, ✓ ✓ F, ✓ ✓ G ✓ ✓

18      R, ✓ 2 DECIMALS, INTEGERS ✓

20      R/ALIGN, ✓ BOLD ✓ (AG)

21      PRINT: L/SCAPE, ✓ WITH ROW AND COLUMN HEADINGS, ✓ ONE PAGE ✓  
 22

| INCENTIVE |         |
|-----------|---------|
| 0         | R 0.00  |
| 1         | R150.00 |
| 2         | R200.00 |
| 3         | R250.00 |
| 4         | R350.00 |
| 5         | R500.00 |

4.3

CHANGE QUESTION TO 4.3✓

| WORKER'S NAMES | WEEKLY WAGE       | BONUS              | INCENTIVE                          | INCOME TAX DEDUCTIONS   | GROSS WAGE        |
|----------------|-------------------|--------------------|------------------------------------|-------------------------|-------------------|
| ALICE          | =C6*D6*8          | =IF (E6>=3,550,0)  | =VLOOKUP (C6, \$I\$17:\$J\$22, 2)  | =SUM (F6:H6) *\$B\$13   | =SUM (F6:I6)      |
| BRIAN          | =C7*D7*8          | =IF (E7>=3,550,0)  | =VLOOKUP (C7, \$I\$17:\$J\$22, 2)  | =SUM (F7:H7) *\$B\$13   | =SUM (F7:I7)      |
| PETERS         | =C8*D8*8          | =IF (E8>=3,550,0)  | =VLOOKUP (C8, \$I\$17:\$J\$22, 2)  | =SUM (F8:H8) *\$B\$13   | =SUM (F8:I8)      |
| JACOB          | =C9*D9*8          | =IF (E9>=3,550,0)  | =VLOOKUP (C9, \$I\$17:\$J\$22, 2)  | =SUM (F9:H9) *\$B\$13   | =SUM (F9:I9)      |
| LUTHANDO       | =C10*D10*8        | =IF (E10>=3,550,0) | =VLOOKUP (C10, \$I\$17:\$J\$22, 2) | =SUM (F10:H10) *\$B\$13 | =SUM (F10:I10)    |
| SUSAN          | =C11*D11*8        | =IF (E11>=3,550,0) | =VLOOKUP (C11, \$I\$17:\$J\$22, 2) | =SUM (F11:H11) *\$B\$13 | =SUM (F11:I11)    |
| INCOME TAX:    | =SUM (F6:F11)     | =SUM (G6:G11)      | =SUM (H6:H11)                      | =SUM (I6:I11)           | =SUM (J6:J11)     |
|                | =AVERAGE (F6:F11) | =AVERAGE (G6:G11)  | =AVERAGE (H6:H11)                  | =AVERAGE (I6:I11)       | =AVERAGE (J6:J11) |

| INCENTIVE |
|-----------|
| 0         |
| 1         |
| 2         |
| 3         |
| 4         |
| 5         |

FORMULAE: A✓, B✓, C✓, D✓, E✓, F✓, G✓

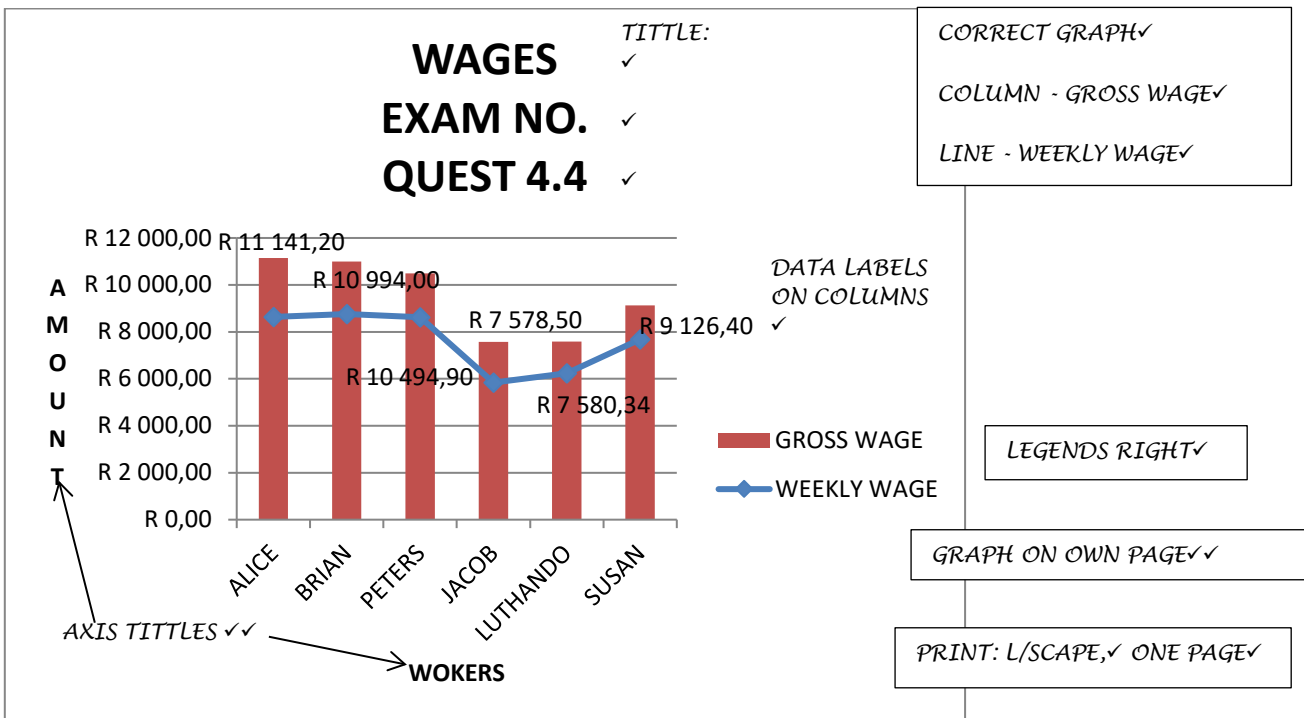
HIDE COLUMNS: B C D E✓

ADJUST COLUMNS✓

PRINT: L/SCAPE✓, WITHOUT ROW, COLUMN HEADINGS✓, NO GRIDLINES✓, 2 PAGES✓

(14)

4.4



(14)  
[66]

TOTAL EXCEL: 66

## QUESTION 5

**Marketing plan**

B,✓ U/L,✓ BAUHAUS 93,✓ 16pt✓

INDENT BOTH SIDES ✓✓

DOUBLE LINE SPACING✓

CENTRE✓

The farmer needs to decide how he is going to market his products.

This management function is known as marketing planning and is explained as the decision about marketing objectives, the ways how these objectives will be reached and a logical order of activities that enable the farmer to execute the plans



INSERT FLOWER✓

POSITION: RIGHT TOP✓

SIZE 4CM HEIGHT✓

PIC EFFECTS: SHADOW OFFSET LEFT✓

Market planning is thus seen as the blueprint that the farmer needs to be successful in the market. In the marketing plan, the objectives of the farm, the method of how it is going to be reached and the estimated cost thereof are explained.

BOLD✓  
ITALIC✓  
RIGHT ALIGN✓

***In order to have an effective marketing plan the farmer will do the following:***

- Predict where the business should be in two to three years from now.
- Always organise all marketing efforts around an identified group of consumers.
- Gather as much as possible information regarding the business environment.

BULLETS✓



- Keep the marketing plans and the planning process as simple as possible.

ALL PARAGRAPH NO✓ AND FULL STOP IN MARGIN✓

**1. Description of the market**

The market definition identifies the main market segments and the target markets for the product. This includes a consumer profile, as well as factors that influence the consumer in their buying of products.

**2. Product overview**

This is a summary of the sales, prices and profit margins of the product.

**3. An overview of competition**

The most important competitors in the market are identified.

Market planning is thus seen as the blueprint that the farmer needs to be successful in the market. In the marketing plan, the objectives of the farm, the method of how it is going to be reached and the estimated cost thereof are explained.

COPY OF 1<sup>st</sup> PAR✓

5.3.7

| FACTORS IN THE BROAD BUSINESS |                         |                       |
|-------------------------------|-------------------------|-----------------------|
| ECONOMY                       | LEGISLATION             | SOCIO-CULTURAL        |
| Inflation                     | Labour relations        | Demographic changes   |
| Interest rates                | Food safety regulations | Changes in life style |
| Tax rates                     | Standards               | Level of education    |
| VAT rates                     | Packaging regulations   | Urbanisation          |

KEYING IN CORRECT INFO✓  
BOLD HEADING✓  
SHADE AND HIGHLIGHT✓

EXAM NO (LEFT),✓ QUESTION 5 (RIGHT)✓

[25]

**QUESTION 6**

WAGES✓

| NO | NAME  | DATE OF BIRTH | DEPARTMENT | PROPOSED WAGE | MARRIED | EXAM NUMBER   | QUESTION 3 |
|----|-------|---------------|------------|---------------|---------|---------------|------------|
| 1  | JOSH  | 1982/07/21    | IRRIGATION | R1 500.00     | True    | YOUR EXAM NO. |            |
| 2  | JABU  | 1990/03/12    | ANIMAL     | R1 850.00     | False   | YOUR EXAM NO. |            |
| 3  | TRISH | 1985/09/01    | FINANCE    | R2 995.00     | False   | YOUR EXAM NO. |            |
| 4  | WILL  | 1978/06/22    | PLANT      | R1 625.00     | True    | YOUR EXAM NO. |            |
| 5  | BASIL | 1988/07/10    | IRRIGATION | R1 600.00     | True    | YOUR EXAM NO. |            |
| 6  | PETER | 1994/01/12    | FINANCE    | R2 050.00     | False   | YOUR EXAM NO. |            |
| 7  | BRUCE | 1991/11/29    | ANIMAL     | R1 700.00     | True    | YOUR EXAM NO. |            |

COLUMNS ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

LANDSCAPE✓

TOTAL TABLE (10)

DATA MANAGEMENT: FARMING N6

C:\Users\user\Documents\EMPLOYMENT.accdb  
 Table: WAGES ✓ CORRECT INFO 09 January 2017  
Page: 1

**Columns**

| Name          | Type         | Size |
|---------------|--------------|------|
| NO            | Long Integer | 4    |
| NAME          | Text         | 20   |
| DATE OF BIRTH | Date/Time    | 8    |
| DEPARTMENT    | Text         | 10   |
| PROPOSED WAGE | Currency     | 8    |
| MARRIED       | Yes/No       | 1    |
| EXAM NUMBER   | Long Integer | 4    |
| QUESTION 3    | Text         | 10   |

CORRECT INFO IN COLUMNS ✓✓✓

PRINT: PORTRAIT ✓

TOTAL: STRUCTURE (5)

TITTLE ✓

| NO | NAME  | DATE OF BIRTH | DEPARTMENT | PROPOSED WAGE | MARRIED                             | EXAM NUM | QUESTION 3 |
|----|-------|---------------|------------|---------------|-------------------------------------|----------|------------|
| 1  | JOSH  | 1982/07/21    | IRRIGATION | R 1 500.00    | <input checked="" type="checkbox"/> |          |            |
| 2  | JABU  | 1990/03/12    | ANIMAL     | R 1 850.00    | <input type="checkbox"/>            |          |            |
| 3  | TRISH | 1985/09/01    | FINANCE    | R 2 995.00    | <input type="checkbox"/>            |          |            |
| 4  | WILL  | 1978/06/22    | PLANT      | R 1 625.00    | <input checked="" type="checkbox"/> |          |            |
| 5  | BASIL | 1988/07/10    | IRRIGATION | R 1 600.00    | <input checked="" type="checkbox"/> |          |            |
| 6  | PETER | 1994/01/12    | FINANCE    | R 2 050.00    | <input type="checkbox"/>            |          |            |
| 7  | BRUCE | 1991/11/29    | ANIMAL     | R 1 700.00    | <input checked="" type="checkbox"/> |          |            |
| *  | (New) |               |            |               | <input type="checkbox"/>            |          |            |

ALL INFO CORRECT ✓

PRINT: L/SCAPE ✓

TOTAL QUERY (3)

| NAME  | DATE OF BIRTH | DEPARTMENT | PROPOSED WAGE |
|-------|---------------|------------|---------------|
| BASIL | 1988/07/10    | IRRIGATION | R 1 600.00    |
| BRUCE | 1991/11/29    | ANIMAL     | R 1 700.00    |
| JABU  | 1990/03/12    | ANIMAL     | R 1 850.00    |
| JOSH  | 1982/07/21    | IRRIGATION | R 1 500.00    |
| WILL  | 1978/06/22    | PLANT      | R 1 625.00    |
| TOTAL |               |            | R 8 275.00    |

TITTLE ✓✓

CORRECT HEADINGS ✓

SORT: IN ALPHABETICAL ACCORDING TO NAMES ✓✓

NO WORKER IN FINANCE DEPT ✓

✓✓

09 January 2017

✓✓

Page 1 of 1

REPORT TOTAL (11)

[29]

**TOTAL SECTION B: 120**  
**GRAND TOTAL: 200**