NATIONAL CERTIFICATE

PERSONNEL TRAINING N5

(4110445)

2 December 2019 (X-Paper)
09:00–12:00

This question paper consists of 6 pages.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
PERSONNEL TRAINING N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1.   Read all the questions carefully.

2.   SECTION A is COMPULSORY.

3.   Answer any FOUR questions in SECTION B.

4.   Number the answers according to the numbering system used in this question paper.

5.   Start each question on a new page.

6.   Write neatly and legibly.

SECTION A

QUESTION 1

1.1   Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

    1.1.1   Adult Education is the umbrella term for all education of adults.

    1.1.2   'Recognition of prior learning' is one of the principles of the NQF.

    1.1.3   Children do not want to be told what to do.

    1.1.4   The input in terms of training will include training needs.

    1.1.5   To overcome the initial resistance of group work ice-breakers are used.

    1.1.6   With printed media learners can control their pace of learning.

    1.1.7   A trainee should be praised if he volunteers an incorrect answer to a question.

    1.1.8   The South African labour market is characterised by a high demand for skilled labour and an excessive supply of unskilled labour.

    1.1.9   Meetings are 'get-togethers' where interested persons take part in discussions of opposing importance.

    1.1.10   Interactive media are relatively easy to prepare.

                                                     (10 × 2)   (20)

1.2   Give ONE word or term for each of the following descriptions and write it next to the question number (1.2.1–1.2.5) in the ANSWER BOOK.

    1.2.1   The process in which individuals from rural and farming communities move closer to cities to seek employment

    1.2.2   Adult training and development

    1.2.3   Functional knowledge and skills the trainer requires

    1.2.4   Reduces the gap between theory and practice

    1.2.5   A type of question that cannot be answered by a 'yes' or 'no' answer and contains more than one possibility

                                                     (5 × 2)   (10)

1.3 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letters (A–E) next to the question numbers (1.3.1–1.3.5) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	Case study	A	geographically spread across the country
1.3.2	Syndicate	B	trained staff
1.3.3	Input	C	to stimulate interest
1.3.4	Questions	D	type of simulated learning
1.3.5	Activist	E	a learning style

(5 × 2) (10)
[40]

TOTAL SECTION A: 40

SECTION B

Answer any FOUR questions in this section.

QUESTION 2

2.1 Define the following words:

2.1.1 Remedial teacher

2.1.2 Informal sector

2.1.3 Labour intensive production

2.1.4 Labour productivity

2.1.5 Unskilled labour

2.1.6 Education

(6 × 2) (12)

2.2 Trainers must use ice-breakers effectively.

List SIX guidelines when choosing ice-breakers. (2 × 6) (12)

2.3 Name SIX benefits/advantages of asking direct questions during training. (6)

2.4 What are the aims of using role-play as a method of training? (10)
[40]

QUESTION 3

3.1 As a trainer you will fulfil various roles.

Briefly explain the following roles you would need to fulfil:

3.1.1 Group facilitator

3.1.2 Programme designer

3.1.3 Evaluator

3.1.4 Needs analyst

3.1.5 Administrator of a training programme

3.1.6 Subject specialist

(6 × 2) (12)

3.2 You as trainer also need to have intellectual competencies.

Name the FOUR Intellectual competencies. (4 × 2) (8)

3.3 List FIVE advantages of the television as media. (5 × 2) (10)

3.4 List 10 reasons why it is important to ask questions during a presentation. (10)

[40]

QUESTION 4

4.1 Name FIVE types of questions you as a facilitator can make use of. (5 × 2) (10)

4.2 Name TWO pieces of legislation (acts) on training and development in South Africa. (2 × 2) (4)

4.3 As a training practitioner, it is important that you identify learning problems experienced by trainees at different stages and refer these trainees for professional help.

Explain the roles of the following professionals in dealing with learning problems:

4.3.1 Remedial teachers

4.3.2 Occupational therapists

4.3.3 Speech therapists

4.3.4 Educational psychologists

4.3.5 Neurologists

4.3.6 Psychologists

(6 × 2) (12)

4.4 Explain SIX advantages of case studies. (2 × 6) (12)

4.5 What is the advantage of using the theatre layout when conducting training? (2)

[40]

QUESTION 5

5.1 Identify the THREE stages the format of a lecture consists of. (2 × 3) (6)

5.2 List FIVE disadvantages of using projectors during presentation. (2 × 5) (10)

5.3 Name the aims of the department of labour. (20)

5.4 Name the FOUR aims of using the In-basket training method. (4)

[40]

QUESTION 6

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6.1 Explain the guidelines for demonstrations (12)

6.2 What are the advantages of using videos? (10)

6.3 Explain the following principles to optimise learning

    6.3.1 Principle of totality

    6.3.2 Principle of perception

    6.3.3 Principle of activity

    6.3.4 Principle of development

        (3 × 4) (12)

6.4 Briefly discuss the following learning principles:

    6.4.1 Knowledge of results

    6.4.2 Active participation

    6.4.3 Trial and error

        (2 × 3) (6)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200