higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

27 NOVEMBER 2018

This marking guideline consists of 10 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	E		
	1.1.2	D		
	1.1.3	I		
	1.1.4	C		
	1.1.5	G		
	1.1.6	H		
	1.1.7	J		
	1.1.8	A		
	1.1.9	B		
	1.1.10	F		
			(10 × 1)	(10)
1.2	1.2.1	True		
	1.2.2	True		
	1.2.3	False		
	1.2.4	False		
	1.2.5	False		
	1.2.6	True		
	1.2.7	True		
	1.2.8	False		
	1.2.9	False		
	1.2.10	False		
			(10 × 1)	(10)
1.3	calm			
	polite			
	police			
	foreign objects			
	note accents			
			(5 × 2)	(10)
1.4	1.4.1	alarm		
	1.4.2	nonperishable		
	1.4.3	Gravy		
	1.4.4	14		
	1.4.5	impermeable		
			(5 × 2)	(10)
1.5	1.5.1	Rickets		
	1.5.2	Kwashiorkor		
	1.5.3	Menu		
	1.5.4	Food allergy		
	1.5.5	Educarer/Educare practitioner		
			(5 × 2)	(10)
				[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1
- Include a variety of food types.
- Use various cooking methods.
- Remember the colour and type of food is important.
- Keep texture combinations in mind.
- Avoid too many spices.
- Do not serve vegetables of the same family together, e.g. cabbage and cauliflower.
- Do not have a specific food type twice at the same meal, e.g. carrot salad and cooked carrots.
- Food of different temperatures can be served at the same meal, e.g. cold salad and hot dessert.
- Generally children do not like spicy food. (Any 5 × 1) (5)

2.2

ENERGY	BODY BUILDING	PROTECTIVE
Bread	Cheese	Green beans
Samp	Eggs	Beetroot
Oil	Red meat	Cabbage
Oats	Fish	Oranges
Maize-meal	Lentils	Carrots

(5 × 3) (15)

2.3 2.3.1
- Energy food
- Body building (2)

2.3.2
- Energy food
- Body building (2)

2.3.3
- Protein
- Body building
- Starch
- Fruit/Vegetable (4)

2.3.4
- Energy food
- Body building (2)

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Examples of food to accept in respective food groups:

ENERGY	BODY BUILDING	PROTECTIVE (Fruit and vegetable)
Bread	Cheese	Green beans
Samp	Eggs	Beetroot
Oil	Red meat	Cabbage
Oats	Fish	Oranges
Maize-meal	Chicken	Carrots
Margarine	Milk	Sweet potatoes
Maltabela	Dry peas	Spinach
	Lentils	Pumpkins
	Peanuts	Pawpaw
	Peanut butter	

2.4
- Do not over-cook food.
- Eat food as soon as possible after it has been cooked.
- Cook food in very little water to preserve vitamins and minerals. Left-over water can be used for soups and gravy.
- Use brown rice, brown bread, unrefined wheat and grains as they are more nutritious.
- Green leaves of pumpkins, sweet potatoes and cabbages can be dried in the sun and once dry pounded into powder. This can be used in soups/stews for extra nourishment.
- Livers/Hearts/Kidneys are high in protein, iron and vitamins and good for children with anaemia.
- Somos products made from soya beans are good meat substitutes.
- To ensure children do not get constipated, give them enough water to drink and whole-wheat bread, bran and other roughage to eat. Give them fresh fruit with peels instead of laxatives.
- Encourage children to eat raw vegetables, e.g. lettuce, carrots, green beans.
- Provide healthy snacks. (Any 5 × 2) (10)

2.5
- Never pay for items that have not been received.
- Investigate various food sources and compare prices.
- Order in larger quantities as they are usually cheaper.
- Make a shopping list in advance and do not leave anything out.
- Use a cheaper form of specific kinds of food like bread instead of bread rolls.
- Use alternatives that provide the same quality nutrients, e.g. soya and peanut butter which are both proteins.
- Use economical cuts of meat.
- Use locally cultivated food as they are in abundance and therefore cheaper.
- Check adverts/newspapers for special offers. (10)

[50]

QUESTION 3

3.1
- All transactions must be recorded.
- There must be sufficient internal control measures.
- It must be accurate.
- It must be consistent.
- It must reflect the course of the financial activities of the organisation meaningfully. (5)

3.2
- Receipts
- Cheque counterfoils
- Invoices
- Deposit slips
- Bank statements (5)

3.3
- School fees
- Fund-raising
- Subsidy (Any 2 × 1) (2)

3.4
- Debutante ball
- Dance (disco)
- Bring and braai
- Mystery drive
- Family picnic
- Fun walk/run
- Sports day
- Fete
- Cake sale
- Karaoke evening
- Camp out (Any 5 × 1) (5)

3.5
- The manager/owner decides who is responsible for taking stock in each department – it is sound policy to have an outsider in each team.
- Stocktaking occurs at regular intervals. Annual stocktaking takes place a few days before the end of the financial year end – all goods must be taken into account.
- Separate stock sheets are drawn up for each type of article. Stock sheets contain details such as quantities, sizes, weight and specifications.
- The assistants start at one end of the store/school and work systematically through to the other end. They work in pairs, one calling out the information and the other writing it down.
- Once stock sheets are complete, they are taken to the office. (5 × 2) (10)

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3.6 3.6.1
- Application form (BGW 3/145A)
- Addendum A in connection with personnel (BGW 3/27A)
- Questionnaire
- Menu for two weeks
- Daily programme (Any 2 × 1) (2)

3.6.2 Obtain forms from the national department of health and population and submit to the chief social welfare officer. (2)

3.6.3
- Welfare subsidy
- Per capita subsidy
- Rental subsidy
- Furniture subsidy
- Education subsidy
- Subsidy of crèches (Any 3 × 1) (3)

3.6.4
- Responsible for the all-round development of a group of about 25 children by creating a stimulating environment
- Reports problems to the principal/Calls principal for help if needed
- Assists in general activities
- Keeps in contact with parents
- Writes progress reports
- Assists with projects, functions, fund-raising events and parent meetings
- Responsible for their group's equipment and reports any loss/breakage
- Helps to keep the centre and equipment clean and in good condition
- Responsible for packing away and locking up when last to leave
- Making sure all children have been fetched before leaving
- Attending staff meetings and contributing ideas for programmes

(Any 5 × 2) (10)

3.6.5
- Parent information book
- Fund-raising involvement
- Regular interviews with parents
- Daily informal talks
- Parent meetings
- Newsletter to parents
- School visits
- Help with activities under the educarer's supervision
- Take part in special celebrations for example, child's birthday, concert (Any 6 × 1) (6)

[50]

QUESTION 4

4.1
- Done in groups
- Practical training and testing is limited
- Training lasts for a short time
- Staff members supplied with information to apply directly to their job

(Any 3 × 1) (3)

4.2
- Answering telephone (routine activities)
- Friendly conversations with colleagues
- Routine correspondence
- Searching for documents
- People arriving late for work
- People taking extended tea/lunch breaks
- Do not waste time on trivial drawn-out meetings
- Poor organisation
- Inaccuracy, incompletion or improper handling
- Excessive detail
- Procrastination
- Interruption
- Failure to delegate

(Any 5 × 1) (5)

4.3
- Asthma
- Coronary heart disease
- Menstrual disease
- Repeated indigestion
- Abdominal pain/Diarrhoea
- Excessive nervousness
- Eruption of the skin, e.g. boils/pimples
- Heart palpitations
- Migraine
- Depression
- Gout
- Food-related disorders like bulimia, anorexia, obesity

(Any 5 × 1) (5)

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4.4

- Ignoring/Withdrawing
  A deliberate way to avoid dealing with conflict. Conflict is not resolved and only postponed.

- Accommodation
  Both parties have the opportunity to vent their feelings. Conflict is not resolved, but merely diminished and delayed and not properly investigated.

- Subordinating
  Conflict is delayed because something more important came up.
  The matter is then subordinate to this more important matter.

- Agreement/Compromise
  Through agreement the parties involved are satisfied by partly satisfying the requirements of both parties.

- Arbitration
  A third party is called in to try to resolve the conflict which is generally done when negotiations fail. This third party must be acceptable by both parties.

- Mediation
  A mediator is called in to handle the conflict between parties. He/She must be accepted by both parties. A mediator will be objective and called in to give perspective on the problem and find a solution.

- Cooperation
  Both parties vent their feelings and all aspects are considered. There is participation and involvement of both parties and they normally have a common goal as a starting point. (7 × 2) (14)

4.5

- Washable (plastic or rubber)
- No rough/uneven edges which are dangerous and difficult to clean
- Should not come apart, i.e. break into small parts
- Dolls' clothes washed when necessary
- Fantasy clothes washed when necessary
- Containers with crayons/scissors cleaned
- Blocks wiped daily to prevent them from becoming dirty and sticky other equipment, e.g. outdoor water/sand toys and bicycles cleaned weekly
- Packed away when not in use to keep clean and prevent damage

(Any 5 × 1) (5)

4.6
- Do not give first aid to an adult who refuses help unless in a life- threatening situation.
- Give first aid to an unconscious person or child who is alone.
- Do not move the casualty except for safety reasons.
- Give only first aid that is necessary.
- Protect the casualty's belongings and clothing.
- Take detailed notes.
- Do not leave the casualty alone until medical assistance arrives.

(Any 5 × 1) (5)

4.7
- Large organisations use computers for different purposes, e.g. to draw pay sheets, calculate tax and other deductions and issue salary cheques.
- Many stores have their accounts processed by a computer.
- Reservations for cinema, rail and air tickets are done by computer.
- Financial projections and forecasts can be made by computer. (4)

4.8 4.8.1 The tracing of a file/document must be rapid and easy. A proper index system will help make reference faster and easier.

4.8.2 The filing system suited to the organisation will be determined by its filing requirements. This will depend on the type of documents filed, the number of people using the system and how often it is used.

4.8.3 A dust-proof system will ensure a longer lifer for the files and the contents. The filing responsibility of the clerk will also be more pleasant.

(3 × 1) (3)

4.9
- Children are not allowed in the kitchen without supervision.
- Burns often occur in the kitchen. Handles of pots and pans must be turned to the inside of the stove.
- Electrical cords must not hang from the cupboards.
- Glassware and crockery must be put in a safe place.
- All household cleaners and chemicals must be stored out of reach and under lock and key.
- Table cloths are dangerous because they can be pulled down.
- Be careful of splashing boiling water/oil near children.
- There must be at least one fire extinguisher at hand.
- All knives/dangerous utensils must be out of reach.
- Keep electrical appliances away from water and unplug when not in use.
- Do not place a high chair near the stove or around busy areas.
- Keep the washing machine door closed at all times.
- Watch for dangerous spills which will make the floor slippery.
- Avoid clutter on the floor and work surface to cut down the risk of accidents.
- Keep all electrical equipment out of reach.
- Keep all chemicals away from heat sources.
- Label all containers carefully.
- Nobody should smoke in the kitchen.
- Use safety guard on the stove.
- It is best to keep children out of the kitchen; certainly never leave them unattended. (Any 6 × 1) (6)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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