higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N350**(E)**(N14)H

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
DAY CARE PERSONNEL DEVELOPMENT N4
TIME: 3 HOURS
MARKS: 200

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. Write neatly and legibly.

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SECTION A

1.1 Choose a/an item/word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–O) next to the question number (1.1.1–1.1.15) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	People and relationships are changeable.	A	50 × 50 cm
1.1.2	The venue must be big enough for people to move around.	B	hors-d'oeuvre
1.1.3	Size of serviettes/napkins for less formal function.	C	finger lunch
1.1.4	Can be used as meeting place or rest room.	D	emotional development
1.1.5	The educarer wants the attention of the whole group and they must follow her commands.	E	language development
1.1.6	Pulling and pushing factors	F	close meeting
1.1.7	Beginning to be more independent.	G	adaptability
1.1.8	Recalls words of songs and rhymes.	H	treasurer
1.1.9	Size of serviettes/napkins for formal dinner.	I	bulimia nervosa
1.1.10	The synonym for starter/appetizer.	J	anorexia
1.1.11	She/he presents a report on the financial position and needs of the organisation.	K	30 × 30 cm
1.1.12	Can be seen as private meeting.	L	urbanisation
1.1.13	Morbid hunger	M	public meeting
1.1.14	Loss of appetite	N	directed activities
1.1.15	Anyone can attend this meeting.	O	staff room

(15 × 2) (30)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.15) in the ANSWER BOOK.

1.2.1 Special cutlery such must be placed on the right side of the fork.

1.2.2 Be honest to what your motivations are for changing your job.

1.2.3 To display empathy means to see a matter from another person's point of view.

1.2.4 Recreation will help you to forget about responsibilities at work.

1.2.5 Introverts need people around them.

1.2.6 A structured programme will ensure that the tempo of activities varies.

1.2.7 The interviewer may ask you about your personal life.

1.2.8 A disciplinary interview is used to gain information.

1.2.9 The interviewee is allowed to ask the interviewer to repeat a question.

1.2.10 A mirror in the toilets is unnecessary for 3-year olds and older children.

1.2.11 The management committee must see to it that personnel are trained.

1.2.12 The buffet table is convenient and saves effort.

1.2.13 A person with AIDS has immunity against illness.

1.2.14 Plan your wardrobe to suit your figure and character.

1.2.15 Progress reports must be sent to parents once a year.

(15 × 1) (15)

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1.3 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–C) next to the question number (1.3.1–1.3.5) in the ANSWER BOOK.

1.3.1 A day-care centre programme has to be …

A concrete.
B flexible.
C abstract.

1.3.2 During free-play periods activities are chosen ...

A strictly according to rules.
B randomly.
C by the principal.

1.3.3 Children should eat frequently because they…

A report everything to their parents.
B sleep longer.
C burn energy fast.

1.3.4 A play group must have a maximum of … children.

A 10
B 12
C 20

1.3.5 Provide … toilet(s) for every 15 or part of 15 staff members.

A 1
B 7
C 2

(5 × 1) (5)
[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1 The daily programme serves as a guideline for all the activities that will take place at the day care centre.

2.1.1 Name FIVE factors that the educarer must take into consideration when planning the programme. (5)

2.1.2 Briefly explain FIVE *values* and importance of written planning. (5)

2.1.3 Name FOUR manipulative toys/items that the educarer can include in her lesson for an 8–12 month old child. (4)

2.2 Day care sevices can be classified into two categories:

2.2.1 Name TWO examples of centre-based services.

2.2.2 Name TWO examples of home-based services.

(2 × 2) (4)

2.3 Briefly explain the following concepts:

2.3.1 Flexibility

2.3.2 Routine

(2 × 2) (4)

2.4 List FOUR table setting accessories. (4)

2.5 Which criteria must be taken into consideration when planning the parking area? (6 × 1) (6)

2.6 Briefly explain the following areas/units:

2.6.1 Book corner

2.6.2 Block corner

(2 × 5) (10)

2.7 List EIGHT standards and requirements of buildings and facilities. (8)

[50]

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QUESTION 3

3.1 Name SEVEN characteristics of a competent educarer. (7)

3.2 Briefly explain the following procedures and actions during an interview.

3.2.1 Verbal actions

3.2.2 Non-verbal actions

(2 × 5) (10)

3.3 List and explain FOUR ways of handling conflict. (4 × 2) (8)

3.4 Name FIVE causes of incorrect posture. (5)

3.5 Educarers must set the example by following a healthy lifestyle and eating habits.

3.5.1 List FOUR basic principles of healthy eating habits.

3.5.2 List FOUR values/advantages of exercises.

(2 × 4) (8)

3.6 Briefly explain the difference between a *day mother* and a *play group*. (3 × 2) (6)

3.7 Name SIX duties of the chairperson. (6)

[50]

QUESTION 4

4.1 List the FIVE different kinds of interviews. (5)

4.2 Briefly explain the setting of a cocktail. (6 × 1) (6)

4.3 Certain environmental factors or aspects play a role in the development of a person to make him/her a unique human being.

Briefly explain the following aspects:

4.3.1 Culture

4.3.2 Milieu

4.3.3 Education

4.3.4 Physical appearance

(4 × 2) (8)

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4.4 Preparation for an interview is very important. How will you dress and groom yourself for an interview? (4 × 1) (4)

4.5 List THREE differences between an *introvert* and an *extrovert.*

INTROVERT	EXTROVERT

(3 × 2) (6)

4.6 Give the definition of *administration*. (3 × 2) (6)

4.7 Briefly explain the value of an attendance register. (5 × 1) (5)

4.8 Draw an attendance register in your answer book. It must have the following:

- Ten children (Boys and Girls)
- Indicate the attendance for ONE week.
- Total the attendance register.
- Use today's date
- Neat (10)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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