higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

15 NOVEMBER 2019

This marking guideline consists of 10 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	C		
	1.1.2	A		
	1.1.3	B		
	1.1.4	B		
	1.1.5	A		
	1.1.6	A		
	1.1.7	C		
	1.1.8	C		
	1.1.9	A		
	1.1.10	B		
			(10 × 2)	(20)
1.2	1.2.1	Language development		
	1.2.2	Eating routine		
	1.2.3	Toilet routine		
	1.2.4	Intellectual development		
	1.2.5	Gross motor development		
	1.2.6	Social development		
	1.2.7	Fine motor development		
	1.2.8	Emotional development		
	1.2.9	Gross motor development		
	1.2.10	Language development		
			(10 × 1)	(10)
1.3	1.3.1	False		
	1.3.2	False		
	1.3.3	True		
	1.3.4	False		
	1.3.5	True		
	1.3.6	True		
	1.3.7	False		
	1.3.8	False		
	1.3.9	True		
	1.3.10	True		
			(10 × 2)	(20)
				[50]

TOTAL SECTION A: 50

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SECTION B

QUESTION 2

2.1 2.1.1
- Drawing
- Painting
- Cutting and pasting
- Modelling with play dough
- Collage (Any 3 × 1) (3)

2.1.2
- Should have good lighting
- Tables should be covered with newspaper
- Must be close to a basin or bathroom
- Easels should be kept away from the walls
- Tiled floor for easy cleaning
- Art materials need to be easily available
- Drying rack for artwork (Any 4 × 1) (4)

2.2 The educarer:
- Decides on the activities
- Decides which toys should be made available
- Provides various activities to prevent boredom
- Puts the toys out before the children arrive
- Makes sure that the toys are in a good condition
- Supervises and maintains discipline
- Explains how to cut and paste
- Shows how to hold the crayon
- Never does the activities for the children (Any 4 × 1) (4)

2.3 Private meetings
- It is for members only.
- Members must receive a notice and agenda of the meeting.
- Non-members can only attend as observers.

Congress meetings
- Members come from different towns, districts country-wide.
- Representatives come from different branches.

Meetings in camera
- Meetings are held behind closed doors.
- Decisions taken are confidential.
- Members are bound to secrecy.

Public meetings
- Any member of the public can attend these meetings.
- Notification is usually given in newspapers, posters, magazines, etc.

(Any 3 × 2) (6)

2.4 2.4.1

- Confirm the date, time and place of the interview.
- Confirm the initials and surname of the interviewer.
- See to it that you have all the necessary documents.
- Prepare answers to possible questions.
- Gather all information to prepare you for the interview.
- Make note of information such as your career history, experience, previous salary scales and contact detail of previous employers.
- Write down characteristics that the interviewer may look for.
- Make it clear that you have the interest of the centre at heart.

(Any 5 × 1) (5)

2.4.2

- Do not introduce yourself as Mr/Mrs/Miss, etc.
- Do not put your handbag, file, umbrella, etc. on the interviewer's table.
- Do not fiddle with the things on the table.
- Do not try and read any documents, letters or forms on his/her table.
- Be careful not to get involved in a long discussion on your hobbies, sports or politics.
- Try not to give the impression that you are overeager.
- Do not smoke, chew gum or eat sweets.
- Do not be restless or negative.
- Do not be afraid to ask questions to the panel of interviewers.
- Try to answer questions quickly, logically and without hesitation and maintain eye contact.
- Always remember that you can lose nothing in an interview.
- Formulate answers clearly, briefly and courteous.
- Be honest to what your motivations are for changing your job, your qualifications, experience, why you want to make the change, etc. (Any 5 × 1) (5)

2.5

- Has a pleasant voice and a friendly smile
- Has a pleasing personality that makes the children feel accepted
- Is self-assured
- Has good human relations and should be prepared to help others
- Shows tolerance
- Shows creativity and imagination
- Is patient and is able to control her emotions
- Has unconditional love for the child, regardless of the child's background
- Is responsible and trustworthy
- Treats every parent with respect
- Is in good health and must not get tired easily (Any 8 × 1) (8)

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2.6
- Crockery
- Cutlery
- Table cloth
- Glasses
- Serviettes/Napkins
- Silent cloth
- Candles
- Salt and pepper sets
- Flower arrangements
- Finger bowls
- Place and name cards (Any 5 × 1) (5)

2.7 Milk and dairy✓
- Choose skimmed and low-fat dairy products.
- Avoid coffee creamers.
- Use low-fat cottage cheese and yoghurts.

Meat and meat alternatives✓
- Eat lean meat in smaller portions.
- Choose fish, veal and poultry.
- Avoid organ meat, canned and processed meat.

Fruit and vegetables✓
- Eat plenty of fresh fruit and vegetables.
- Do not add sugar or butter.

Grains and cereal✓
- Use unrefined and whole-wheat products.
- Eat whole-wheat bread and brown rice.

Fat and oils✓
- Use polyunsaturated margarine.
- Use sunflower oil. (Any 5 × 2) (10)

[50]

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QUESTION 3

3.1
- Do not show preferences and disapprovals
- Willingness to help
- Honesty and sincere appreciation
- Avoid gossip
- Show empathy and interest (Any 3 × 1) (3)

3.2
- The age of the children in the group
- The available space (type of building and facilities)
- The climate (weather conditions)
- The unique requirements of the group
- There is no sure-fire recipe✓ (perfect planned programme)
- The number of qualified and experienced staff
- A balance between different activities
- Sufficient opportunity for free play
- Variety of activities
- The program must be adaptable
- The duration of the activities must fit in with the development level of the child. (Any relevant 7 × 1) (7)

3.3
- No children are allowed to play in the parking area.
- The parking area should be separated from the outside play area.
- Traffic should preferably run in one direction.
- Parking spaces should be clearly marked.
- When planning the parking area, keep in mind that deliveries to the centre should be facilitated.
- Fenced in/off parking areas must have a security system at the entrance of the gate. (5)

3.4
- Do not speak too fast.
- Vary the tone of your voice.
- Be clear and to the point.
- Use good language.
- Use direct, simple and clear words.
- Do not try to impress by using exaggerated language.
- Long and complex sentences can cause confusion.
- Avoid using regional speech. (Any 5 × 1) (5)

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3.5
- Self-acceptance
- Need for interaction with others
- Give and take
- Acceptance of others
- Successful communication
- Positive attitude towards others
- Recognition of people's rights and feelings
- Adaptability
- Management of negative emotions/conflict
- Positive self-image
- Respect of others' views
- Realise it is not possible to like everybody or that everybody will like you

(Any 7 × 1) (7)

3.6
- It gives the employer the opportunity to choose
- the most suitable applicant for a specific vacancy. (2)

3.7 3.7.1
- The theme must preferably fit into the time of the year.
- E.g.: Seasons of the year; winter; autumn, etc. (2)

3.7.2
- Suitable activities
- Variety or at least FOUR activities (4)

3.7.3
- Must suit the activities mentioned in QUESTION 3.7.2
- Variety of at least FIVE activities (5)

3.8
3.8.1 Extrovert
3.8.2 Melancholic
3.8.3 Sanguine
3.8.4 Phlegmatic
3.8.5 Introvert
3.8.6 Choleric

(6 × 1) (6)

3.9
- Registration is not required
- Group consists of more than six but less than 20
- Normally functions only in the mornings
- A maximum of 5 hours a day
- It gather every day or certain days of the week
- Children are aged between two and school-going age (Any 4 × 1) (4)

[50]

QUESTION 4

4.1
- Individual care
- Variety of activities
- Comprehensive program
- Pleasure and safety
- Regularity and flexibility
- Good human relationships
- Parental involvement
- Balance in activities
- Continuity of care and stability
- Participation and play
- Development and self-concept (Any 8 × 1) (8)

4.2 Mental effort✓
- The starting point of everything✓
- Effective planning leads to success
- E.g. planning, decision making, etc.✓✓

Paperwork✓
- Proper and good orderly bookkeeping gives a true image of the activities of the organisation.
- E.g. bookkeeping, reports, letters, etc.✓✓

Filing✓
- Have a good filing system in place✓
- for the filing of all the documents of the day care centre.✓ (10)

4.3
- Formation
- Legal personality
- Objectives
- Powers
- Exercise of power
- Membership of school body
- Executive committee
- Annual general meeting
- Finances
- School rules
- Amendment of the constitution
- Dissolution of the school body
- Certificate of acceptance (Any 6 × 1) (6)

4.4
- Theme exhibition area
- Listening/music corner
- Book/reading corner
- Fantasy corner
- Creative area
- Block corner
- Educational toy area (Any 6 × 1) (6)

4.5
- Which services do the caterers render with your choice of menu?
- Will there be waiters available?
- Should you provide the crockery and cutlery?
- Will the caterers be responsible for the cleaning up and washing the dishes?
- Will the caterers supply equipment such as ovens?
- Plan the specific time the caterers should be at the function and the time when the food should be served.
- The price per guest
- The price for a specific menu
- Does the price include the laying of the tables, arrangements, decorations and special services?
- Is there a specific date on which they want the final number of guests?

(Any 5 × 1) (5)

4.6 Informative interviews✓
- Apply the information that has been gathered during the previous meeting.✓
- The general practitioner and psychiatrist will make a diagnosis by taking all the information in consideration.
- A follow-up interview may be needed, if not enough information has been gathered or if the previous information were incorrect.
- Future interviews may be taken to ensure that previous information is being applied accurately (Any 2 × 1) (2)

Persuasive interviews✓
- Also known as convincing or exit interview.✓
- Follow-up interview may be held to persuade the applicant for further changes related to the first change. For example the bank manager that persuades the person to make use of other facilities that the bank can offer him, after he opened a new account with them.
- Follow-up interviews may also be held to reinforce the interviewer's opinions, thoughts and perceptions. (Any 2 × 1) (2)

Problem-solving interviews✓
- Follow-up interviews may be held to see if the previous problem✓ has been solved properly, and for reporting back. (Any 2 × 1) (2)

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Disciplinary interviews✓
- Follow-up interviews may be held for reporting✓ back by superiors, with regard to the previous disciplinary actions taken. (2)

Job interviews✓
- The successful applicant and unsuccessful✓ applicants should be notified.
- Information regarding to the first day of work should also be supplied.✓ (2)

4.7
- Pay the caterers if they have not yet been paid.
- Clean the room or make sure it is cleaned.
- Attend to all audio and visual equipment such as a microphone and recorder.
- Compare your notes with the recorded version.
- Hand over the completed minutes to the chairperson for approval.
- Send copies of the minutes to all members. (5)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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