higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

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09:00–12:00

This question paper consists of 7 pages.

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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. Start each question on a new page.
5. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 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 (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 A daycare centre programme has to be …

A concrete.
B abstract.
C flexible.

1.1.2 On the day of the meeting the educarer must ensure that …

A there is enough paper in the bathroom.
B the attendance register is signed.
C there are extra copies of the agenda.

1.1.3 A baby of … old will prefer a simple picture book.

A 18 months
B 12 months
C 6 months

1.1.4 The guidelines of the daycare centre are specified in the ...

A minutes.
B constitution.
C agenda.

1.1.5 Registration at a relevant department is not required for a …

A playgroup.
B crèche.
C nursery school.

1.1.6 A veranda can be used for … activities.

A creative
B manipulative
C reading

1.1.7 The … form provides the daycare centre with all the necessary information of the child.

A registration
B report
C application

1.1.8 A … is convenient and saves a lot of time and effort.

A cocktail function
B cheese and wine function
C buffet

1.1.9 Eat plenty of … daily.

A fruit and vegetables
B grains and cereal
C milk and dairy

1.1.10 When the educarer is the guest on a radio programme for kids, it will be a … interview.

A persuasive
B informative
C job

(10 × 2) (20)

1.2 Choose a term from the following list that matches each of the descriptions below. Write only the answer next to the question number (1.2.1–1.2.10) in the ANSWER BOOK. Some terms may be used twice.

social development; language development; fine motor development; emotional development; toilet routine; intellectual development; eating routine; gross motor development

1.2.1 Recalls words of songs and rhymes

1.2.2 Using a spoon

1.2.3 Potty training

1.2.4 Can count up to five

1.2.5 Starts to paddle a tricycle

1.2.6 Helps to tidy up

1.2.7 Starts to use scissors

1.2.8 Separates from parents without crying

1.2.9 Can catch a large ball with both hands

1.2.10 Uses full sentences when communicating with others

(10 × 1) (10)

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1.3 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

1.3.1 You do not have to take your team mates' feelings into consideration when they do not agree with you.

1.3.2 A shack in the backyard complies with all the building requirements for a playschool.

1.3.3 The 'pulling' factor is one of the main reasons for urbanisation.

1.3.4 The side plate is placed on the right of the forks when it is to be used for bread or salad.

1.3.5 A police clearance must accompany your application for a job as an educarer.

1.3.6 Effective teams are goal achievers.

1.3.7 The hors d'oeuvre is the main meal or dish.

1.3.8 The shape of the tablecloth does not have to match the shape of the table.

1.3.9 A silence cloth protects wooden tables against heat and stains.

1.3.10 Conflict can be postponed because of an unplanned visit from a parent.

(10 × 2) (20)
[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1 Creative activities form an essential part of the daily program because it gives children the opportunity to express themselves through the medium of art.

2.1.1 Name THREE art activities from which the child can choose. (3)

2.1.2 Briefly explain the layout of the creative area. (4 × 1) (4)

2.2 Explain the role of the educarer during free play activities. (4 × 1) (4)

2.3 Name and explain THREE types of meetings. (3 × 2) (6)

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2.4 You have been shortlisted for a post as an educarer, at one of the local playschools.

Briefly explain what you should do:

2.4.1 Before the interview (5 × 1) (5)

2.4.2 During the interview (5 × 1) (5)

2.5 Explain to the interviewer the characteristics of a competent educarer. (8 × 1) (8)

2.6 Name FIVE accessories for table settings. (5)

2.7 You have noticed that some of the children bring unhealthy snacks to school.

Name and explain to the parents the FIVE food groups and the importance of healthy eating habits. (5 × 2) (10)
[50]

QUESTION 3

3.1 State THREE responsibilities that colleagues have towards one another during teamwork. (3)

3.2 Name SEVEN factors to be considered when planning your day and the activities at the daycare centre. (7)

3.3 The parking area of a daycare centre must be well-planned.

Briefly explain the layout of the parking area. (5 × 1) (5)

3.4 State FIVE verbal actions to keep in mind during an interview. (5)

3.5 Name SEVEN attitudes which cultivate sound human relations. (7)

3.6 What is the purpose of a job interview? (2)

3.7 Plan a theme for the month of May. Your planning must include the following:

3.7.1 Name of the theme (2)

3.7.2 Various art activities that integrate with the theme (4 × 1) (4)

3.7.3 Apparatus needed for the different art activities (5 × 1) (5)

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3.8 Choose ONE term from the following list for each of the descriptions below. Write only the answer next to the question number (3.8.1–3.8.6) in the ANSWER BOOK.

sanguine; choleric; introvert; melancholic; extrovert; phlegmatic

3.8.1 Outgoing; social; jovial

3.8.2 Sad, depressed and sensitive

3.8.3 Optimistic, hopeful and impulsive

3.8.4 Calm, apathetic and undisturbed

3.8.5 Shy, withdrawn, alone

3.8.6 Hot-tempered, bossy, dominant and demanding

(6 × 1) (6)

3.9 Name FOUR characteristics of a playgroup. (4)
[50]

QUESTION 4

4.1 State EIGHT principles of a good and effective daycare centre. (8)

4.2 Describe the administration of a daycare centre and give examples. (10)

4.3 Name SIX items contained in the daycare centre's constitution. (6)

4.4 Name SIX learning areas in the playroom of the toddlers (3-6 years). (6)

4.5 State FIVE hints for making use of caterers at a meeting. (5)

4.6 Name and describe FIVE types of *follow-up interviews.* (5 × 2) (10)

4.7 Briefly explain the role of the educarer after the meeting mentioned in QUESTION 4.5. (5)
[50]

TOTAL SECTION B: 150
GRAND TOTAL : 200

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