higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORIENTATION N1

1 April 2021

This marking guideline consists of 5 pages.

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QUESTION 1

1.1
- Lost time of workers
- Damage to equipment
- Negative influence on production
- Payment of compensation
- Lower production of injured person when he/she returns to work
- Loss of profit because equipment did not work at full capacity
- Lowered morale of workers (Any 6 × 1) (6)

1.2
- Keep the area clean of waste and other material.
- Store inflammable liquids in containers in properly marked and ventilated stores.
- Do not allow oily rags and other inflammable material to accumulate.
- Make sure that the fire-extinguishing system is in good operating condition.
- Make sure that exits are clearly marked and that they are never blocked or obstructed.
- Draw up a fire-escape route and be sure that everybody knows it.
- Train the workers to be on the alert for fire hazards and to bring unsafe conditions to the supervisor's attention. (Any 6 × 1) (6)

1.3
- Falls
- Fires
- Suffocation
- Poisoning
- Drowning
- Car accidents
- Firearms (7)

1.4 Personal protective equipment (1)

[20]

QUESTION 2

2.1
2.1.1 Grievance
2.1.2 Strikes
2.1.3 Production
2.1.4 Injustice
2.1.5 FOSATU
2.1.6 Basic Conditions of Employment Act
2.1.7 Machinery and Occupational Safety Act
2.1.8 COSATU
2.1.9 National Union of Mineworkers
2.1.10 1 May
2.1.11 1989

(11 × 1) (11)

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2.2
- Welfare benefits
- Financial discounts
- Legal assistance
- Education and training (4)

[15]

QUESTION 3

3.1
- Communication is faster✓ and more accurate✓ because the message has to pass through less people.✓
- Managers are closer to all employees✓ so that they can understand the work they are doing better.✓
- Spans of control will be wider,✓ meaning that the manager would have to take care of more subordinates.✓
- Therefore, the manager has to delegate more which is advantageous.✓
- Workers gain more job satisfaction✓ and feel trusted because of delegation.✓ (5 × 2) (10)

3.2
- It makes change easier.
- It increases employees' commitment.
- It increases coordination.
- It helps ensure that all employees are working towards the same goals.
- It increases the morale in the workplace.
- It reduces accidents and prevents unnecessary incidents. (Any 4 × 1) (4)

3.3 Spend less than you earn✓
- A tried-and-true rule of personal finance is that you should never spend all the money that you earn.✓
- Keep your total living expenses and outgoing payments at no more than 80% of your pay after deductions.✓
- This gives you a cushion that you can use to implement a plan for future needs and even a few luxuries.✓

Pay yourself first✓
- The best way to be sure that you have some money set aside for a rainy day is to pay yourself first.✓
- One way to do this is to set up automatic transfers from your checking account to a savings account at your bank on a specific date.✓
- With a little discipline, you can sweep your checking account, once a month or bi-weekly, so that your savings grow by any amount you have available at the beginning of your next pay cheque.✓

Needs first, wants later✓
- Make a monthly budget for you needs only. This budget should include the basics such as food, shelter, transportation, healthcare and work-related clothing.✓
- You should consider entertainment and recreation but give them a lower priority. This will help you separate mandatory expenses from discretionary income. It also allows you to find out how much of your income is being directed towards things you want and luxuries.✓
- A good plan for optional things (wants) is to plan how to get without decreasing the amount that you save or taking the money from everyday living expenses.✓

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Set smart financial goals✓
- Set goals for managing your finances. Create a roadmap for your future so you will know where you are going and how long it will take to get there.✓
- Your financial goals should be specific and measurable.✓
- Your goals should be timely. Set a date for them to happen.✓ (4 × 4) (16)

3.4
- Medical, surgical service, treatment by doctors and specialists
- Hospitalisation
- Operating theatre charges
- Nursing services
- Transport to and from hospitals
- Medicines supplied on doctors or specialist prescription
- Confinement allowance
- Dental service (8)

3.5
- Stand in front of the ATM and insert your bank card on the slot.
- Enter your secret pin code.
- Choose the type of account you need services from, e.g., savings account.
- Choose the service you need, e.g., withdrawal or check balance, etc.
- Enter the amount you need to withdraw.
- Choose to accept the printing of a receipt or not.
- Take your cash and remove your card from the slot and leave. (7)

[45]

QUESTION 4

4.1
4.1.1 Western Cape
4.1.2 Mpumalanga
4.1.3 Limpopo
4.1.4 Free State
4.1.5 Limpopo
4.1.6 Limpopo
4.1.7 Eastern Cape
4.1.8 Kwa-Zulu Natal

(8 × 1) (8)

4.2 English (1)

4.3 4.3.1
- Formal shoes
- Formal dress/skirt
- Formal ladies' shirt
- Formal ladies' jacket (4)

4.3.2
- Formal shoes
- Formal trousers
- Formal men's shirt
- Formal men's jacket (4)

4.4
- Interpersonal relationship
- Platonic relationship
- Family relationship
- Professional relationship
- Business relationship (Any 3 × 1) (3)

[20]

TOTAL: 100

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