



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE MANAGEMENT N6

21 September 2020

This marking guideline consists of 10 pages.

SECTION A**QUESTION 1**

- 1.1 True
- 1.2 True
- 1.3 True
- 1.4 False
- 1.5 False
- 1.6 False
- 1.7 True
- 1.8 True
- 1.9 False
- 1.10 False

(10 × 1) [10]

QUESTION 2

- 2.1 C
- 2.2 G
- 2.3 J
- 2.4 F
- 2.5 A
- 2.6 H
- 2.7 E
- 2.8 B
- 2.9 D
- 2.10 I

(10 × 2) [20]

QUESTION 3

- 3.1 Stop order
- 3.2 Debit card
- 3.3 Recruitment
- 3.4 Procrastination
- 3.5 Budget
- 3.6 Quorum
- 3.7 Proxy
- 3.8 Concertina
- 3.9 Manila folder
- 3.10 Fundraising event

(10 × 2) [20]

TOTAL SECTION A : 50

SECTION B**QUESTION 4**

- 4.1
- Enjoy a balanced meal
 - Taste a variety of foodstuffs
 - Learn to eat independently
 - Sit at a table and learn acceptable eating habits
 - Eat with other children – a social occasion
- (5)
- 4.2
- Include a variety of food types
 - Use a variety of cooking methods
 - Colour and type of food is important
 - Texture combinations should be kept in mind
 - Avoid too many spices
 - Don't serve vegetables of the same family together e.g. cabbage and cauliflower
 - Don't serve two versions of the same food type 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
 - Children generally do not like spicy food.
- (Any 5 × 1) (5)
- 4.3
- Plan menus with foods that provide proper nutrition.
 - Buy food/ingredients.
 - Consider the needs and ethnic differences of parents, which may have an impact on meal services.
 - Get to know the children, their individual needs and the appropriate methods for interacting with them – especially relating to eating.
 - Prepare food using appropriate methods that maintain nutritional quality while sticking to the budget.
 - Cooperate with the teaching staff to help provide any food-product learning materials such as play dough.
 - Monitor costs, report to the principal and help to write reports.
 - Maintain high sanitation standards for handling and preparation of food, dishwashing, and garbage disposal.
 - Operate and maintain the kitchen and dining room.
 - Check whether food has been ordered and keep track of inventory.
 - Manage the employees who work with food.
- (Any 10 × 1) (10)
- 4.4
- Nuts
 - Citrus
 - Fish
 - Chocolate
 - Shellfish
 - Eggs
 - Wheat
 - Milk
- (Any 5 × 1) (5)

- 4.5
- Wash dishes, crockery, cutlery and pots immediately after use.
 - Do not allow pets or pet dishes in the kitchen.
 - Do not wash clothing in the same sink used for cutlery and crockery.
 - Clean up all food spills immediately.
 - Keep the kitchen free from rodents and insects, e.g. rats, mice, flies and cockroaches.
 - Empty dustbins regularly. They should be washed and disinfected daily and should always be covered so that they do not attract flies.
 - Wash and sterilise tea towels or dishcloths daily.
 - Put away cutlery and crockery once it has been washed to avoid contamination by flies.
 - Wash working surface after each meal.
 - Clean and disinfect all kitchen surfaces, appliances and equipment regularly.
 - Wash floors daily. (Any 10 × 1) (10)
- 4.6
- Never pay for items that have not been received.
 - Investigate various food sources and compare prices.
 - Check deliveries to make sure that the quantities, cost, and quality are correct and is what you ordered.
 - Order in larger quantities as it is usually cheaper.
 - Make a shopping list in advance – don't leave anything out.
 - Use cheaper forms of specific foods – bread instead of bread rolls.
 - Use alternatives that provide same nutrients e.g. soy and peanut butter are both proteins.
 - Use economical cuts of meat.
 - Use canned fruit if fresh fruit is too expensive or unavailable.
 - Use locally cultivated food as they are in abundance, therefore cheaper.
 - Check adverts/newspaper for special offers. (Any 5 × 2) (10)
- 4.7
- Do not over-cook food. Food should be eaten soon as possible after it has been cooked.
 - Cook food in very little water, thus fewer vitamins and minerals are lost. 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 pumpkin, sweet potato, cabbage can be dried in the sun and once dried, pounded into powder. This can be used in soups or stews for extra nourishment.
 - Liver/heart/kidney – high in protein, iron and vitamins. Good for children suffering from anaemia.
 - Some products made from soya beans are good meat substitutes.
 - To ensure that children do not get constipated, provide them with enough water to drink, whole wheat bread, bran and other roughage to eat.
 - Give them fresh fruit with peels instead of laxatives.
 - Encourage them to eat raw vegetables e.g. lettuce, carrots, green beans.
 - Provide healthy snacks. (Any 5 × 1) (5)

[50]

QUESTION 5

- 5.1
- All transactions must be recorded.
 - Internal control measures must be sufficient.
 - Internal control measures must be accurate.
 - Internal control measures must be consistent.
 - Internal control measures must reflect the course of financial activities of the organisation meaningfully.
- (5)
- 5.2
- The manager/owner decides who is responsible for taking stock in each department – it is sound policy to have an outsider in each team.
 - Stock-taking occurs at regular intervals. Annual stock-taking takes place a few days before the end of the financial year – all goods must be counted.
 - Separate stock sheets are prepared for each type of article. Stock sheets contain details such as quantities, size, weight and specifications.
 - Assistants start at one end of the store or school and work systematically 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 where the cost prices are calculated. Prices of damaged or old stock should be correctly reduced to actual market value.
 - The totals of all the stock sheets are then added together. The grand total represents the value of the final stock.
 - If the records differ from the actual stock, the discrepancies must be investigated. Furthermore, the stock records must be corrected so that they reflect the actual quantities.
- (14)
- 5.3
- At least two members of staff must be supervising the children at all times (including tea breaks).
 - All teaching staff should be at the centre during the most important (prime) teaching time (9:00–12:00).
 - No staff member should leave before 15:00 so that all hands are available to pack away bulky equipment.
 - More staff are needed in the early part of the day, especially to set up the equipment in multipurpose buildings.
- (4)

- 5.4
- Answering telephone – routine activities
 - Friendly conversations with colleagues
 - Routine correspondence
 - Searching for documents
 - People arriving late for work
 - People taking extended tea/lunch breaks
 - Trivial, drawn-out meetings
 - Poor organisation
 - Inaccuracy, incompleteness or improper handling
 - Excessive detail
 - Procrastination
 - Interruption
 - Failure to delegate
- (Any 6 × 1) (6)
- 5.5
- Asthma
 - Coronary heart disease
 - Menstrual disease
 - Repeated indigestion
 - Abdominal pain or diarrhoea
 - Excessive nervousness
 - Eruptions of the skin e.g. Boils or pimples
 - Heart palpitations
 - Migraine
 - Depression
 - Gout
 - Food-related disorders – bulimia, anorexia, obesity
- (Any 5 × 1) (5)
- 5.6
- Never focus on the person or attack the person but ensure that you focus on the problem, the assignment or the individual's behaviour.
 - Listen attentively and with empathy.
 - Always strive not to hurt a person's feelings, pride or dignity, but rather build the person's self-image.
 - Never reprimand on general but be specific.
 - Say: 'It is the second/third time that you are late' rather than 'You are always late'.
 - Never be subjective or prejudiced. Do not be influenced by your own feelings or that of other people.
 - Cooperate and participate. Take time to discuss how you feel about the issue at hand.
- (Any 5 × 2) (10)

- 5.7
- Open and operate a banking account.
 - Register with the authorities, for example, the receiver of revenue, unemployment fund.
 - Keep record of all income, fees, donations, funds raised and subsidies. The treasurer needs to pay all accounts and file all receipts of accounts in an accounts-paid file.
 - Draw up a budget for the annual general meeting.
 - Arrange for the books to be audited.
 - Draw up financial statements for the AGM.
 - Keep a salary register.
 - Keep all receipt books and other financial records.
 - Record all income and expenditure in the cashbook.
 - Reconcile the cashbook with the bank statement.
 - Draw up an income and expenditure statement at the end of each month and send copies to any sponsoring companies or people. (Any 6 × 1)
- (6)
[50]

QUESTION 6

- 6.1
- They should be of a washable type – plastic or rubber.
 - They should not contain rough and uneven edges – these are both dangerous and difficult to clean.
 - Avoid toys that come apart i.e. that break into small parts.
 - Dolls' clothes should be washed whenever necessary.
 - Fantasy clothes should also be washed when necessary.
 - Containers for crayons and scissors should be kept clean.
 - Blocks should be wiped daily to prevent them from becoming dirty and sticky.
 - Other equipment e.g. outdoor water and sand toys and bicycles should be cleaned weekly.
 - All toys should be packed away when not in use. This will help keep them clean and prevent damage. (Any 8 × 1)
- (8)

- 6.2
- There must be rules which the children must follow e.g. no splashing of water in the toilet.
 - Boys and girls can use the same toilet – promotes learning about sexual differences.
 - Do not force the child to use the toilet during the toilet routine time – however, ensure they use the toilet regularly during the day.
 - Children with bladder problems must go to the toilet first.
 - Proper supervision in the bathroom is important.
 - Allow children to take their time.
 - Toilets must be clean and hygienic.
 - It is better if the toilets do not have doors or if they have low swing doors.
 - Teach boys to lift the toilet seat and lower it again after use.
 - Children must wear comfortable clothes. They must be independent and be able to help themselves when they go to the toilet. Avoid dressing children in jeans and dungarees as these can be difficult to take off. Simple pull-up pants/shorts are best.
- (Any 7 × 1) (7)
- 6.3
- 6.3.1
- Immediately immerse the burned area in ice water.
 - If this is not possible, immediately apply ice or clean cloths soaked in cold water.
 - Remove all jewellery and loosen tight clothing before swelling occurs.
 - Cover burned area loosely with a sterile dressing or clean material.
 - Elevate the injured part, if possible.
 - Obtain medical assistance.
- (6)
- 6.3.2
- Reduces the temperature of the burnt area
 - Reduces swelling and blistering
 - Reduces damage caused by the burn
 - Relieves pain
- (4)

- 6.4
- Ensure that the vehicle is in good operating condition.
 - Take all necessary precautions when driving. Obey the rules of the road and stay alert.
 - Keep all doors locked and engage childproof safety locks.
 - Teach children to enter and leave the car on the passenger's side only.
 - Never allow a child to stand on the seat or move around the car when in motion.
 - Ensure that the child does not stick his/her hand, head or any other body part out the window.
 - Don't allow yelling or distractions when driving. If the child needs attention, pull to the side of the road and then tend to the child.
 - Never allow the child to sit in the driver's seat or play with the controls when the car is parked.
 - Always have first aid kit and torch with fresh batteries in the car.
 - Ensure adult passengers model behaviour that you expect from children.
 - On long trips provide quiet games to keep the children occupied. Stop at least every two hours so that they can stretch their legs. Try not to travel too far in one day.
- (Any 10 × 1) (10)
- 6.5
- Working hours
 - Salary
 - Leave
 - Termination of service
 - Employee compensation
 - Pension
 - Medical aid scheme
 - Unemployment insurance
 - Educarer's manual
- (Any 5 × 1) (5)
- 6.6
- Sterile eye pads
 - Cotton wool and gauze pads
 - Box of ear buds
 - Adhesive tape
 - Sling (triangular) bandage
 - Crepe bandages
 - Safety pins
 - Scissors
 - Disinfectant lotion and soap
 - Antihistamine syrup and cream
 - 5 ml medicine measure spoons
- (Any 5 × 1) (5)

- 6.7
- Safety
 - Dust protection
 - Accessibility
 - Suitability
 - Adaptability and expandability
 - Currency
 - Floor space
 - Simplicity
 - Neatness

(Any 5 × 1) (5)
[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200