higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N330(E)(J6)H
**JUNE EXAMINATION**

# NATIONAL CERTIFICATE

# DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

**6 June 2014 (X-Paper)**
**09:00–12:00**

**This question paper consists of 9 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

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**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 SECTION on a NEW page.
5. Leave a line between answers.
6. Take note of marks allocated per question.
7. Write neatly and legibly.

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## SECTION A

## QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.1.1–1.1.20) in the ANSWER BOOK.

1.1.1 The state has taken over the role of parents who have the basic right and responsibility of providing education and care for their children in primary and secondary schooling.

1.1.2 In pre-school educare, parents should encourage and even demand a good quality programme for their children.

1.1.3 Day care centre cum pre-primary school must have two principals.

1.1.4 According to standards of building and facilities, the play area must face east.

1.1.5 For toddlers and older children, there is no need for a mirror in the toilets.

1.1.6 The active play area is the largest area in the playroom.

1.1.7 A drawn up schedule for staff duties and responsibilities is a good example of joint planning.

1.1.8 Tea and coffee contain caffeine which is not good for children, and should not be served to the children.

1.1.9 Penning (1986:45) suggests the inclusion of five play opportunities for the junior group, two for the middle age group and one for the senior group in the daily programme.

1.1.10 The mental effort of planning should never be too rigid to be altered.

1.1.11 Progress reports for babies and toddlers (births to 2 years) should be sent to the Department of Education and Training at regular intervals, but not to the parents.

1.1.12 Mental effort is the physical or visible part of administration.

1.1.13 Bookwork is the starting point of administration.

1.1.14 The completion of the attendance register serves no purpose for the children because it is not a formal learning situation.

1.1.15 It is the duty of the management committee to delegate the planning of the daily programme to the personnel.

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1.1.16 Every human being is unique.

1.1.17 The choleric person is usually short-tempered.

1.1.18 Disciplinary interviews can damage a person's self-image.

1.1.19 The interviewer must be very sure of his/her case in persuasive interviews.

1.1.20 Slices of orange and finger-bowls come in handy at tea functions.

(20 x 1) (20)

1.2 Give a word(s) or term for each of the following statements. Write only the word(s)/term next to the question number (1.2.1–1.2.20) in the ANSWER BOOK.

1.2.1 The transfer of information, expectations, understanding and needs from one person or group of persons to another person or group of persons

1.2.2 The child's physical, social, emotional and intellectual wellbeing

1.2.3 The structure in a day care centre that consists of a chairman, secretary, treasurer and at least four additional members

1.2.4 The framework of all the activities taking place in the day care centre

1.2.5 Educarers do their planning separately

1.2.6 The starting point from where everything is created in the day care centre

1.2.7 This committee functions only temporarily and disbands as soon as its task is completed

1.2.8 The record that indicates accurately how many members are present in a meeting

1.2.9 A posture whereby if you cross your legs at your knees you will prevent the blood from circulating through your legs

1.2.10 Planning whereby clothes should be chosen to suit your particular type of figure

1.2.11 The over-use of illegal chemical substances

1.2.12 Basic conflict management whereby both parties involved disclose their views and opinions and all aspects are considered

1.2.13 Acquired immune deficiency syndrome

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1.2.14 This helps to create a friendly, happy and co-operative environment for the children and staff

1.2.15 This includes moral values, outlook on life, behaviour and attitudes of a specific group of people

1.2.16 These centres focus on mental difficulties and others on physical handicaps

1.2.17 The type of a day care centre where care is given to children whose parents are completely unavailable for a number of possible reasons

1.2.18 The educarer can display children's finished artworks at their eye level in this area

1.2.19 This person should prepare and send out the agenda for each meeting

1.2.20 The need that a person has to achieve his/her highest goal

(20 x 1) (20)

1.3 Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A–C) next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

1.3.1 Name cards, individual butter bowls, salt and pepper sets are called table setting ...

A. crockery.
B. cutlery.
C. accessories.

1.3.2 An informal way to bring friends and business associates together to share their sorrows, happiness and problems:

A. Interview
B. Entertainment
C. Conflict management

1.3.3 Lighting in the eating area must be ...

A. bright.
B. dim.
C. not too bright or dim.

1.3.4 An interview that involves reprimand or punishment is a ... interview.

A. persuasive
B. problem-solving
C. disciplinary

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1.3.5 Examples of food that supply the body with fuel are …

A. eggs, peanut butter and dry beans.
B. brown bread, oats porridge and oil.
C. beetroot, cabbage and oranges.

1.3.6 During a formal function a … course dinner could be served.

A. 3, 4 or 5
B. 1, 3 or 5
C. 3, 5 or 7

1.3.7 The basic requirements for the staff cloakrooms and toilets in a day care centre should provide:

A. 1 toilet and 1 hand basin for every 5 persons
B. 2 toilets and 2 hand basins for every 15 persons
C. 1 toilet and 1 hand basin for every 15 persons

1.3.8 ... is the best example of a competent principal.

A. A pleasing personality
B Intelligence, initiative, supervisory ability, maturity
C. Decisiveness and self-confidence
D. A cheerful nature.

1.3.9 The purpose of ... form is to provide the educare centre with complete information about every child.

A. an entrance
B. an application
C. a leave

1.3.10 A big window between the office and the adjoining playroom will accommodate ...

A. curiosity.
B. supervision.
C. decorations.

(10 x 1) (10)
**[50]**

**TOTAL SECTION A : 50**

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## SECTION B

## QUESTION 2

2.1 Briefly explain the objectives of centres for the children of employees at firms guided by the following headings:

2.1.1 The benefit that this child care will bring to the firm (5)

2.1.2 The maintenance of this centre (4)

2.1.3 The subsidised fees (1)

2.2 Draw a table to show the differences between the nursery of children younger than 3 years and the playroom for children of 3 years and older, but under school-going age. Compare any FOUR important aspects. (4 x 2) (8)

2.3 State any FIVE basic requirements for toilets (water closets) for the children at a day care centre. (5)

2.4 Describe how theme exhibitions for toddlers and pre-schoolers are done. (8)

2.5 Name any FIVE aspects that a structured daily programme will ensure. (5)

2.6 Give any THREE examples of directed activities. (3)

2.7 State SEVEN verbal actions that the interviewer and the candidate who is being interview should keep in mind. (7)

2.8 State FOUR follow-up procedures for disciplinary interviews. (4)
**[50]**

## QUESTION 3

3.1 Name FIVE important aspects to keep in mind when writing the children's reports. (5)

3.2 Briefly discuss the need for effective administration under 'mental effort' in point form. (5)

3.3 State FIVE duties of the management committee. (5)

3.4 3.4.1 What is a *constitution*? (2)

3.4.2 Name any THREE aspects of an organisation's constitution. (3)

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3.5 Name any SIX elements that should be included in the notice of meetings. (6)

3.6 Name FIVE characteristics of a person with a poor self-image. (5)

3.7 What is self-actualisation? (3)

3.8 Name any FOUR causes of incorrect posture. (4)

3.9 Discuss the basic hygiene for the following:

3.9.1 Hands

3.9.2 Body

(2 x 5) (10)

3.10 Name any TWO social problems that are caused by alcohol abuse. (2)
**[50]**

**QUESTION 4**

4.1 Name any FIVE aspects that determine individuality in a person as a unique being. (5)

4.2 Discuss factors/opinions which can negatively influence the child's development of sound human relations, under the following headings:

4.2.1 Educational factors

4.2.2 Geographical environment

(2 x 2) (4)

4.3 Name any SIX guidelines of how to handle relationships. (6)

4.4 State any FIVE general rules for conflict management. (5)

4.5 Describe non-verbal actions with reference to:

4.5.1 Body language

4.5.2 Facial expressions

4.5.3 Tone of voice

4.5.4 Eye contact

(4 x 2) (8)

4.6 Explain the correct procedure of dealing with professional caterers. (6)

4.7 Describe the correct procedure of laying the table with reference to the silence cloth and table cloth. (7)

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4.8 Describe informal functions. (5)

4.9 Discuss the planning, preparation and organisation of a cocktail party. (4)
**[50]**

**TOTAL SECTION B : 150**
**GRAND TOTAL : 200**

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