



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N370(E)(J5)H

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

**5 June 2018 (X-Paper)
09:00–12:00**

This question paper consists of 7 pages.

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 section on a NEW page.
 5. Write neatly and legibly.
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SECTION A**QUESTION 1**

1.1 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.1.1–1.1.20) in the ANSWER BOOK.

- 1.1.1 Through learning and playing the child develops only physically.
- 1.1.2 Any form of education outside the family, in a day care centre or preschool, can only be considered supplementary or complementary education and cannot be an extension of the home.
- 1.1.3 Effective day care centres do not need the enhancement of good norms and values.
- 1.1.4 The task of the educator is more complex than providing only physical care to the child.
- 1.1.5 An introvert is a thinker and is patient, not impulsive.
- 1.1.6 The agenda for meetings of a day care centre should not contain new items, for example, motions that are sometimes reproduced word for word.
- 1.1.7 The characteristics of healthy children are the same those that the ideal educator should display.
- 1.1.8 Subordination means that something more important has turned up and that the conflict is therefore postponed.
- 1.1.9 Narcotics can cause mental deterioration, impotence and sterility, weight gain, and loss of interest.
- 1.1.10 The cause of obesity is good eating habits and enough exercises.
- 1.1.11 The secretary will act as the treasurer when no treasurer has been appointed.
- 1.1.12 Not all financial procedures form part of the constitution of the day care centre.
- 1.1.13 A congress meeting is held with small organisations, of which the members come from different towns and districts or from all over the country.
- 1.1.14 The value of exercise is to prevent loss of muscle tissue, which is the active tissue in the body.

- 1.1.15 Recreation will not help you forget about responsibilities at work or to get a new perspective on things.
- 1.1.16 Adaptability means that people and relationships are changeable.
- 1.1.17 Filling in forms is the starting point of administration.
- 1.1.18 Before serving dessert, no cutlery and only water glasses should be left on the table.
- 1.1.19 The value of an application form submitted to the day care centre is gaining a clear indication of a child's weaknesses and strengths.
- 1.1.20 Flowers standing on a table should not be higher than 50 cm from the table surface.

(20 × 1) (20)

1.2 Give only ONE or TWO words for the following descriptions. Write the answer next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

- 1.2.1 A person's unique characteristics and qualities
- 1.2.2 When money is paid to keep costs down
- 1.2.3 A place at which young children are looked after
- 1.2.4 The smallest number of people that must be present at a meeting to start the proceedings and to take decisions
- 1.2.5 Working mothers and single parents mainly make use of one of these institutions
- 1.2.6 Where a range of objects designed to promote physical coordination, mastery, and problem-solving skills are housed.
- 1.2.7 This type of planning is known as joint planning
- 1.2.8 Requires that something must be done regularly and accurately, such as financial administration
- 1.2.9 Only persons who are members of such a committee may be present at that committee meeting
- 1.2.10 Butter bread or rolls beforehand to make it easier for people to serve themselves from this table

(10 × 2) (20)

- 1.3 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–K) next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	Serviettes/napkins	A	the need of a person to achieve his/her highest goal
1.3.2	Treasurer	B	may not show, as it is only used to silence the sound when using steel tables or protect wooden tables against heat
1.3.3	Formal meeting	C	presents a report on the financial needs and position of the centre
1.3.4	Self-actualisation	D	proper minutes are kept of each meeting
1.3.5	Silence cloth	E	at a formal function, these items should preferably be made of the same material as that of the table cloth
1.3.6	Quorum	F	the most important part of the administration, as it is visible or physical
1.3.7	Bookwork	G	acts on behalf of most of the members at a meeting, when necessary.
1.3.8	Secretary	H	temporary committee elected for a specific purpose, which disbands after its purpose has been served
1.3.9	Chairperson	I	the smallest number of people that must be present at a meeting to start the proceedings and to make decisions
1.3.10	Ad hoc committee	J	seeing that all correspondence of a committee is up to date and filed
		K	taking a break before all the items on the agenda have been dealt with

(10 × 1)

(10)

[50]

TOTAL SECTION A:**50**

SECTION B**QUESTION 2**

- 2.1 Briefly describe/discuss the following:
- 2.1.1 The role of day care centres in the South African community (5)
 - 2.1.2 Play groups (5)
 - 2.1.3 The objectives of remedial work in a day care centre (4)
 - 2.1.4 The basic requirements for storage facilities for children of three years and older (6)
 - 2.1.5 The reason that parents need supplementary care for their children (3)
- 2.2 The objective of an effective day care centre is to develop the child in totality.
State SEVEN more objectives of an effective day care centre. (7)
- 2.3 Briefly discuss SEVEN learning activity areas of preschoolers (3–6 years), with reference to the equipment used in each area. (7 × 2) (14)
- 2.4 List SIX factors that must be considered when planning a day care programme. (6)
[50]

QUESTION 3

- 3.1 Explain the role that the educator must play in each of the following stages when a meeting has been planned:
- 3.1.1 Before the meeting
 - 3.1.2 During the meeting
 - 3.1.3 After the meeting (3 × 5) (15)
- 3.2 Name and discuss the FOUR types of private meetings that can take place at a day care centre. (4 × 2) (8)
- 3.3 Name FIVE characteristics of a person with a poor self-image. (5)
- 3.4 Briefly discuss the effects of alcohol abuse under the following headings:
- 3.4.1 Emotional effects
 - 3.4.2 Effects on social life
 - 3.4.3 Physical effects (3 × 4) (12)

- 3.5 The food pyramid has generally been accepted as a guideline to ascertain how much food from each food group adults need.

Name the FIVE groups of food and give an example of each. (5 × 2) (10)
[50]

QUESTION 4

- 4.1 Explain the factors in the environment that play a role in the development of a person to make him/her a unique being, using the following headings:

4.1.1 Culture (4)

4.1.2 Milieu (3)

4.1.3 Interests (3)

4.1.4 Aptitude (4)

4.1.5 Physical appearance (2)

4.1.6 Education (4)

- 4.2 4.2.1 List the FIVE different kinds of interviews. (5)

4.2.2 Explain the follow-up procedures for each interview. (5)

- 4.3 4.3.1 Give a definition of *teamwork*. (2)

4.3.2 State the FIVE responsibilities that day care centre colleagues have towards each other during teamwork. (5)

- 4.4 Describe the following types of functions that can be hosted:

4.4.1 Formal reception

4.4.2 Cheese-and-wine party (2 × 4) (8)

- 4.5 Discuss the planning, preparation and organisation of a cocktail party. (5)
[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200