



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N350(E)(M28)H

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

**28 May 2019 (X-Paper)
09:00–12:00**

This question paper consists of 8 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. 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 The child can built 4–6 piece puzzle:

- A Social development
- B Language development
- C Emotional development



1.1.2 Acceptance of placement and enrolment at the day-care centre:

- A Application form
- B Registration form
- C Entrance form

1.1.3 The guidelines of the day-care centre are specified in the ...

- A constitution.
- B minutes.
- C agenda.

1.1.4 A person who looks after a maximum of six children, and need not register at the department ,is a/an ...



- A assistant.
- B day mother.
- C educarer.

1.1.5 Day-care administration comprises all the different aspects of the ... of any centre.

- A leadership
- B management
- C programme

1.1.6 A list of items to be discussed at a meeting:

- A Minutes
- B Agenda
- C Notice

1.1.7 Small toys to grasp can be given to a ...-month old child.

- A 24–36
- B 0–4
- C 8–12



1.1.8 It is an ideal function to entertain a large group of people:

- A Buffet 
- B Finger lunch
- C Cocktail

1.1.9 Play rooms should face ...

- A north or south.
- B east or west.
- C north or west.

1.1.10 Which type of telephone call should be limited to the minimum at the day-care centre?

- A Calls to board members
- B Orders
- C Private calls

(10 × 2) (20)

1.2 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK. 

1.2.1 Choose shrubs that attract birds and insects.

1.2.2 Part of the headmaster's or supervisor's office can also be used as a playroom.

1.2.3 The secretary conducts the meeting.

1.2.4 Bookwork gives a true image of the activities of the organisation.

1.2.5 Supplementary care should provide a support system for the parent.

1.2.6 You need a door for the toilets of 2–3-year olds.

1.2.7 Free play is an example of directed activities.

1.2.8 Day-care centres replace the duties of biological mothers.

1.2.9 Filing is the starting point of administration. 

1.2.10 Good eating habits and enough exercise lead to obesity.

(10 × 1) (10)

- 1.3 Choose a description from COLUMN B that matches a word or an item 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	Prepare the child for challenges in life	A	messy play
1.3.2	Should be placed at the eye level of the child	B	gross motor development
1.3.3	Physical activity and exploration indoors	C	milieu
1.3.4	Children experience sensory activities	D	day-care centre
1.3.5	Provide longer periods of free play and don't demand too much from the children	E	language development
1.3.6	Takes turns in simple games	F	balance
1.3.7	Listens to stories	G	social development
1.3.8	Can walk on tippy-toe	H	culture
1.3.9	The environment where the child spends his/her childhood	I	wall decorations
1.3.10	Moral values, habits and attitude of a specific group of people	J	crawl through tunnel
		K	windows

(10 × 2)

(20)
[50]**TOTAL SECTION A: 50**

SECTION B**QUESTION 2**

- 2.1 Children spend most of the day at the day-care centre.  Name SEVEN principles of an effective day-care centre. (7)
- 2.2 Name THREE different outdoor surface areas at the day-care centre. (3)
- 2.3 Briefly explain what happens during morning ring. (4)
- 2.4 Name EIGHT important attitudes a child must acquire to cultivate sound human relations. (8)
- 2.5 Explain the following:
-  2.5.1 Joint planning and give examples (5)
-  2.5.2 Individual planning and give examples (3)
- 2.6 Name SEVEN positive things you must do during an interview. (7)
- 2.7 State SIX rules for menu planning. (6)
- 2.8 Name THREE ways in which AIDS can be transmitted. (3)
- 2.9 Tabulate the differences between a private meeting and a public meeting.  (2 × 2) (4)
- [50]**

QUESTION 3

- 3.1 The notice of a meeting contains certain information.
Name FOUR elements that must appear in the notice. (4)
- 3.2 Explain the value of the following documents:
-  3.2.1 Progress report (4)
- 3.2.2 Attendance register (5)
- 3.3 Name SIX factors you must consider when planning the daily programme. (6)
- 3.4 Explain the role of the educarer before a meeting. (5)

- 3.5 Briefly explain the following:
- 3.5.1 Anorexia (2)
-  3.5.2 Obesity/Fatness (2)
- 3.5.3 Bulimia nervosa (3)
- 3.6 Name SIX guidelines you must keep in mind when you choose a caterer. (6)
- 3.7 Explain the following interviews.
- 3.7.1 Job interview (2)
- 3.7.2 Disciplinary interview (3)
- 3.7.3 Problem-solving interview  (3)
- 3.8 Name FIVE characteristics of a competent educator. (5)
- [50]**

QUESTION 4

- 4.1 Briefly explain how the following factors can damage or promote relationships.
- 4.1.1 Education (2)
- 4.1.2 Geographical environment (2)
- 4.1.3  Economic factors (4)
- 4.2 The playroom is divided into different areas or units.
- State FOUR guidelines for each of the following areas/units:
- 4.2.1 Listening corner
- 4.2.2 Creative area
- 4.2.3 Book corner  (3 × 4) (12)
- 4.3 Explain the difference between the *day mother* and a *playgroup*. (3 × 2) (6)
- 4.4 Briefly explain the toilet and washing facilities for children 2–3 years old. (4)
- 4.5 Name FOUR advantages of a good filing system. (4)

- 4.6 Briefly explain the planning, preparation and organisation of a buffet table. (6)
- 4.7 There are different ways to handle conflict in the workplace.
Explain the difference between *arbitration* and *mediation*.  (2 × 2) (4)
- 4.8 Briefly explain the follow-up procedure for a job interview. (6)
- [50]

TOTAL SECTION B: 150
GRAND TOTAL: 200