higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

26 May 2021

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	False
	1.1.2	False
	1.1.3	True
	1.1.4	False
	1.1.5	True
	1.1.6	True
	1.1.7	True
	1.1.8	False
	1.1.9	True
	1.1.10	True

(10 × 2) (20)

1.2	1.2.1	F
	1.2.2	K
	1.2.3	H
	1.2.4	A
	1.2.5	E
	1.2.6	L
	1.2.7	N
	1.2.8	O
	1.2.9	G
	1.2.10	B
	1.2.11	I
	1.2.12	J
	1.2.13	M
	1.2.14	D
	1.2.15	C

(15 × 2) (30)
[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1 2.1.1
- The daily programme must be well balanced.
- The educarer can provide longer periods of free play and do not demand too much from the children. (2)

2.1.2
- It gives the child a sense of security and safety.
- It helps to reach educational aims.
- It provides for the development of the whole child.
- The child must get used to the different routine periods such as resting and a toilet routine. (Any 2 × 1) (2)

2.1.3
- The daily programme serves as a guideline.
- It must not be rigid.
- The educarer must learn to adapt to the daily needs of the children.
- The educarer can use his/her own discretion.
- The educarer must be able to incorporate the initiative and impulsiveness into his/her daily activities. (Any 3 × 1) (3)

2.1.4
- Educarers usually sit together and plan.
- Weekly planning, themes, special occasions, fund raising etc.
- Ways to improve on previous planning
- Review previous planning
- Assist one another to improve on overall planning
- Discuss routine periods/activities
- Usually during staff meetings (Any 3 × 1) (3)

2.1.5
- The educarer must do his/her own planning.
- Directed activities should be planned for short times.
- Prepare activities for the group.
- Alternate books and toys.
- Decide which activities will be indoors and outdoors.
- There must be a balance between directed and undirected activities/free play. (Any 3 × 1) (3)

2.2
- No children are allowed to play in the parking area.
- The parking area should be separated from the outside play area.
- Traffic should preferably run in one direction.
- Parking spaces should be clearly marked.
- When planning the parking area, keep in mind that deliveries to the centre should be facilitated.
- Fenced in/off parking areas must have a security system at the entrance of the gate. (Any 5 × 1) (5)

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2.3 **Playgroup**

- Registration not required
- The group consists of more than six but less than 20 people
- Normally only in the mornings for a maximum of five hours a day
- Every day or certain days of the week
- Children aged between two and school-going age

Day mother

- No registration
- Maximum 6 kids
- Different ages
- Private income
- Looking after the children at her home (5 + 5) (10)

2.4

- Venue must be big enough for guests to move around.
- Everything should easily be eaten by hand.
- Provide toothpicks.
- 10–18 savouries per guest.
- Place table in the middle of the room.
- Place table against the wall if it is a small group of guests.
- The focus point must be attractive from all sides.
- Play soft background music.
- Morning: 4 sweet and 4 salty savouries.
- Afternoon: 8 sweet and 8 salty savouries
- Prepare the dishes beforehand.
- Make sure there is space for dirty dishes. (Any 6 × 1) (6)

2.5 2.5.1

- Provide each child with a mattress.
- Mattress covers should be marked.
- Children should lay head to foot with their neighbours to prevent the spreading of diseases.
- Take off their shoes.
- Provide fire extinguishers.
- Exists must not be blocked by any furniture in case of a fire.
- Parents can be asked to assist in making the covers.
- All the children must rest but it is not necessary for all of them to sleep.
- Provide books and puzzles to keep those who are not sleeping, busy. (Any 7 × 1) (7)

2.5.2

- Provide separate refrigerator for the sole storage of milk and milk bottles.
- Supply constant hot and cold water.
- Provide a double-compartment stainless steel sink.
- Everything must be clean and hygienic.
- Adequate number of waste bins with lids.
- Adequate storage place.
- Adequate lightning and ventilation (Any 3 × 1) (3)

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2.6
- Members are appointed by the parties concerned.
- Members get democratically elected by the parents.
- A combination of the advantages of the mentioned procedures. (3 × 2) (6)

[50]

QUESTION 3

3.1
- Shy and reserved
- Think badly about themselves
- Can unconsciously display their negative self-image when they engage with others.
- Hardly interacts with other people
- Do not talk a lot
- Soft spoken
- Sometimes untidy appearance
- Can be aggressive an domineering
- Emotional experiences varies between the extremes
- Can be very jealous (Any 4 × 1) (4)

3.2
- Formation
- Legal personality
- Objectives
- Powers
- Exercise of power
- Membership of school body
- Executive committee
- Annual general meeting
- Finance
- School rules
- Amendment of a constitution
- Dissolution of school body
- Certificate of acceptance (Any 7 × 1) (7)

3.3
- It must be sent to the parent at regular intervals of not more than six months.
- Every aspect of child's total development is covered.
- A copy of the report is placed in the child's file.
- The educarer sends a monthly report on the progress of the babies to their parents.
- The biannual report is a summary taken from the quarterly observation report. (Any 3 × 2) (6)

3.4
- Age of the children in the group
- Available space (type of building and facilities)
- Climate (weather conditions)
- Unique requirements of the group
- No sure-fire recipe (perfectly planned programme)
- Number qualified and experienced staff
- A balance between different activities
- Sufficient opportunity for free play
- Variety of activities
- Adaptable programme
- The duration of the activities must fit in with the developmental level of the child. (Any 6 × 1) (6)

3.5
- When people use and develop their unique talents and potential✓✓ so that they can realise their full potential, e.g. obtaining a degree, getting a gold medal.✓✓
- When a person uses their talents, opportunities to the fullest to reach the highest form of personal development. (Any 1 × 4) (4)

3.6
- Ignore it
- Settlement
- Subordination
- Agreement
- Arbitration
- Mediation
- Solution through cooperation (Any 6 × 1) (6)

3.7
- Willingness to help.
- Honesty and sincerity.
- Knowing the outcomes of the work.
- Preferences and disapprovals.
- Involve all team members in decisions where possible.
- Avoid harmful and malicious gossip.
- Show empathy and interest. (Any 5 × 1) (5)

3.8
- Dress professionally.
- Gather information about the centre.
- Prepare possible answers.
- See to it that you have all the necessary documentation.
- Make sure about the date, time and place of the interview.
- Know the initials and surname of the interviewer.
- Save the directions on Google Maps.
- Visit the centre before the interview to gather valuable information.
- List characteristics that the interviewer may be on the lookout for.
- Make it clear that you do have the interest of the centre at heart.
- Prepare answers to possible questions.
- Make a note of your career history, experience, salary scales and details of your current/previous employer. (Any 6 × 1) (6)

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3.9
- Individual care
- Variety of activities
- Comprehensive programme
- Pleasure and safety
- Regularity and flexibility
- Good human relationships
- Parental involvement
- Balance in activities
- Continuity of care and stability
- Participation and play
- Pleasure and safety
- Development and self-concept (Any 6 × 1) (6)

[50]

QUESTION 4

4.1 4.1.1
- It means to persuade the applicant to get her/him to change his/her point of view.
- The interviewer must be very sure of his/her facts and information.
- The interviewer must use his/her communication skills and try and persuade the applicant to change his/her point of view.
- The purpose is to inform and persuade. (Any 2 × 2) (4)

4.1.2
- It is the most difficult interview.
- A situation where unwanted actions, guilt, revenge or punishment is involved.
- It can be experienced negatively because it can damage a person's self-esteem or relationships.
- It can also be positive if the person is inspired to work on his/her self-discipline. (Any 2 × 2) (4)

4.2
- Do not introduce yourself as Mr/Mrs/Miss etc.
- Do not put your handbag, file, umbrella etc. on the interviewer's table.
- Do not fiddle with the things on the table.
- Do not try and read any documents, letters or forms on the table.
- Be careful not to get involved in a long discussion on your hobbies, sport or politics.
- Try not to give the impression that you are overeager.
- Do not smoke, chew gum or eat sweets.
- Do not be restless or negative.
- Do not be afraid to ask questions to the panel of interviewers.
- Try to answer questions quickly, logically and without hesitation and maintain eye contact.
- Always remember that you can lose nothing in an interview.
- Formulate answers clearly, briefly and courteously.
- Be honest to what your motivations are for changing your job, your qualifications, experience, why you want to change, etc. (Any 7 × 1) (7)

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4.3
- Dust-proof
- Secure against theft
- Flexible
- Easily accessible (Any 3 × 1) (3)

4.4
- Name of the daycare centre✓
- Minimum 10 children✓
- Date✓
- One week✓
- Total the attendance register✓✓
- Kids marked present and absent✓✓
- Boys and girls indicated✓✓
- Age group indicated✓
- Neatness and creativity✓ (12)

4.5 **Bulimia nervosa**
- Also called 'morbid hunger'
- In many ways similar to anorexia
- First starve themselves/Self-induced starvation
- Binge eating/Uncontrollable eating
- Followed by self-induced vomiting
- Large doses of laxatives to get rid of food
- Over-exercise to get rid of food
- Stress related, hormone changes, bullying or self-esteem issues

Anorexia nervosa
- Loss of apatite
- Obsessed with being thin
- Believe they are fat even though they may be dangerously thin.
- Not a physical disorder but psychological

Obesity/fatness
- Poor eating habits with no exercise
- Leads to overweight, physical and psychological problems
- Do not know how many food their bodies need to stay healthy

Serious dieting
- Life revolves around diets
- Do not know how to eat healthy and balanced meals
- Jump from one diet to another
- Crash diets and loose a little bit of weight but cannot maintain the weight loss (Any 3 × 3) (9)

4.6 4.6.1
- Must send the meeting
- Send the notice of meeting and agenda out on time
- Keep minutes of the meeting
- Keep correspondence of the committee up to date (Any 2 × 1) (2)

4.6.2
- Acts as chairperson at the AGM
- Acts on behalf of the majority of the members
- Assures that the meetings proceed according to the correct procedures
- Ensures that all decisions taken in the meeting are carried out
- Delegate tasks
- Presents annual reports (Any 3 × 1) (3)

4.7
- Good lightning
- Tables covered with newspaper
- Close to a basin or bathroom
- Easels kept away from walls
- Tiled floor for easy cleaning
- Art materials easily available
- Drying rack for artwork (Any 3 × 2) (6)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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