higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

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This question paper consists of 6 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

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. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Indicate whether the following statements are TRUE or FALSE by writing only write 'True' or 'False' next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

1.1.1 Religion cannot be linked to a person's cultural background.

1.1.2 Persuasive interviews can damage a person's self-image.

1.1.3 People with a positive self-image lives a balanced life.

1.1.4 Intrapersonal conflict is conflict within oneself.

1.1.5 It is not compulsory for a child to attend playschool every day.

1.1.6 There is no need for a mirror in the toilets for toddlers.

1.1.7 Members in general meetings are bound to secrecy.

1.1.8 Language barriers can promote relationships.

1.1.9 A progress report for toddlers and preschoolers can be compiled once every semester.

1.1.10 A person can have both introvert and extrovert characteristics.

(10 × 2) (20)

1.2 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–O) next to the question number (1.2.1–1.2.15) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Child raised in a suburb	A	self-centred
1.2.2	Quiet and enjoy being with himself/herself	B	culture
1.2.3	Meeting called when a crisis or something unexpected occurs	C	persuasive interview
1.2.4	Not taking other people in consideration	D	eating area
1.2.5	Eating disorder called 'morbid hunger'	E	bulimia nervosa
1.2.6	Optimistic, hopeful and impulsive personality	F	milieu
1.2.7	Place cards, name cards, table arrangements, etc.	G	punctuality
1.2.8	Savouries easily handled	H	special meeting
1.2.9	Being on time for an interview	I	toilet routine
1.2.10	Morals, values and attitudes of a group of people	J	morning ring
1.2.11	Child washing hands with minimal assistance	K	introvert
1.2.12	Day of the week, weather, birthdays and singing songs	L	choleric
1.2.13	Helps relieve stress, fatigue and depression	M	exercise
1.2.14	In reach of guests	N	accessories
1.2.15	Convincing the applicant to perhaps change his/her point of view	O	finger lunch

(15 × 2) (30)
[50]

TOTAL SECTION A: 50

SECTION B

QUESTION 2

2.1 Briefly explain each of the following terms:

2.1.1 Balance (2)

2.1.2 Routine (2)

2.1.3 Flexibility (3)

2.1.4 Joint planning (3)

2.1.5 Individual planning (3)

2.2 Which FIVE things must be kept in mind when planning a parking area? (5)

2.3 Briefly explain the TWO types of home-based daycare centres. (5 + 5) (10)

2.4 Briefly explain how an educarer must prepare a finger lunch. (6)

2.5 Explain the basic requirements for each of the following facilities:

2.5.1 Sleeping facilities for toddlers (7)

2.5.2 Milk kitchen (3)

2.6 Name THREE ways in which a management committee can be formed. (3 × 2) (6)

[50]

QUESTION 3

3.1 Name FOUR characteristics of a person with a poor self-image. (4)

3.2 State SEVEN aspects that form part of the contents of the constitution of a daycare centre. (7)

3.3 Briefly explain the term *progress report*. (3 × 2) (6)

3.4 List SIX factors an educarer must consider when planning a lesson. (6)

3.5 Explain the term *self-actualisation*. (2 × 2) (4)

3.6 Name SIX ways in which a principal can handle conflict. (6)

3.7 State FIVE principles of teamwork. (5)

3.8 Briefly explain how to prepare yourself before going for an interview. (6)

3.9 List SIX characteristics of an effective daycare centre. (6)

[50]

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QUESTION 4

4.1 Explain each of the following types of interviews:

4.1.1 Persuasive/Convincing interview (2 × 2) (4)

4.1.2 Disciplinary interview (2 × 2) (4)

4.2 Name SEVEN things to adhere to during an interview. (7)

4.3 List THREE criteria of a good filling system. (3)

4.4 Design an attendance register. Keep the following criteria in mind:

- Name of the daycare centre
- Minimum 10 children
- One week
- Total the attendance register
- Neatness and creativity (12)

4.5 Name and explain THREE eating disorders. (3 × 3) (9)

4.6 Briefly explain the duties of each of the following members during a meeting:

4.6.1 Secretary (2)

4.6.2 Chairperson (3)

4.7 Briefly explain the term *creative area*. (3 × 2) (6)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200

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