



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**N340(E)(N16)H
NOVEMBER EXAMINATION
NATIONAL CERTIFICATE
DAY CARE PERSONNEL DEVELOPMENT N4**

(4110384)

**16 November 2016 (X-Paper)
09:00–12:00**

This question paper consists of 10 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 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 (1.1.1–1.1.20) in the ANSWER BOOK.

1.1.1 A playground is classified as one of the following types of day care:

- A School-based
- B Home-based
- C Centre-based

1.1.2 Stability in the day-care centre is important because it provides the ... with the feeling of safety and security.

- A parents
- B educator
- C child

1.1.3 National child-care legislation was introduced during:

- A 1987–1988
- B 1997–1988
- C 2007–2008

1.1.4 In most areas, the minimum age required for assistant care giver is:

- A 18
- B 16
- C 21

1.1.5 The ability to organise well and to exercise final control is the quality of a competent ...

- A caregiver.
- B principal.
- C educator.

1.1.6 The daily programme will run smoothly if ...

- A children arrive early.
- B resting time is sufficient.
- C effective planning is done.

- 1.1.7 Provide ONE hand washbasin for every ...
- A 20 children.
 - B 10 children.
 - C 15 children.
- 1.1.8 This is the largest area in the playroom.
- A Fantasy area
 - B Educational toy area
 - C Active play area
- 1.1.9 This area can be situated next to the book-corner.
- A Educational toy area
 - B Block corner
 - C Creative area
- 1.1.10 If there is no other option these can be combined into one area:
- A Music/listening corner and sensory corner
 - B Office and staffroom
 - C Book corner and fantasy corner
- 1.1.11 Record-keeping should be done
- A once per time.
 - B twice a year.
 - C on continual basic.
- 1.1.12 These periods should not be short:
- A Music rings
 - B Free play
 - C Reciting rhymes
- 1.1.13 An example of the visible part of administration is ...
- A book work.
 - B the starting point.
 - C an effective filing system.
- 1.1.14 When writing progress reports...
- A use subject terminology.
 - B always assess the behaviour of a child and not the child himself/herself.
 - C you can scratch out what you don't want or use correction fluid.

- 1.1.15 The type of form that parents are required to fill in before children are taken on any outing is called a/an ...
- A registration form.
 - B indemnity form.
 - C application form.
- 1.1.16 An observation report for babies (0-2 year old) includes:
- A Participation in group activities
 - B Solid food intake (daily average)
 - C Control over emotions
- 1.1.17 It is the task of the management committee to ...
- A enrol children.
 - B get involved in the daily programme.
 - C maintain the terrain and buildings.
- 1.1.18 The treasurer of the institution should ...
- A compile the agenda.
 - B take care of the financial matters of the centre.
 - C draw up a reconciliation statement.
- 1.1.19 The guidelines of a day-care centre are specified in the ...
- A minutes.
 - B constitution.
 - C agenda.
- 1.1.20 A temporary committee which is appointed for a specific matter and disbanded as soon as their task is completed is called a/an ...
- A ad hoc committee.
 - B social committee.
 - C sport committee.

(20 × 1) (20)

1.2 Give ONE or TWO words/terms for each of the following descriptions. Write only the word/term next to the question number (1.2.1–1.2.20) in the ANSWER BOOK.

- 1.2.1 A list of questions that is used to gain information and ascertain if there is a need in the community for a day-care centre.
- 1.2.2 A written report of all decisions made at a meeting.
- 1.2.3 This person is usually optimistic, hopeful and impulsive.
- 1.2.4 This refers to how a person thinks others think he/she is.
- 1.2.5 The need that a person has to achieve his/her highest goal.
- 1.2.6 A routine that should be followed before any type of exercise is to be carried out, so as to minimise the possibility of injuries.
- 1.2.7 Regular cleaning of hands where you file and cut your nails.
- 1.2.8 A way of handling conflict where both conflicting parties get an opportunity to express their opinions; the conflict is reduced but not solved
- 1.2.9 The conflict got postponed because something more important turned up.
- 1.2.10 An example of this type of interview is a manager who calls in a department head in order to solve a problem in his/her department.
- 1.2.11 Several candidates (no more than eight) are interviewed simultaneously.
- 1.2.12 The best screening tool used by companies to appoint staff.
- 1.2.13 In this interview the information must be accurate, especially if the interviewer is dealing with fraud, dishonesty, refusal to work, or relationship problems.
- 1.2.14 Interviews where the interviewee consults a professional for help or advice; professionals include doctors, lawyers, marriage counsellors, psychologists, educationists, and pastors.
- 1.2.15 An interview between an employer and subordinate where the latter has to give an oral report.
- 1.2.16 Gestures, facial expression, eye contact, and tone of voice

- 1.2.17 Cheese-and-wine party, cocktail, buffet, and finger lunch
- 1.2.18 At this function, the tablecloth should hang to the ground.
- 1.2.19 This refers to the provision of food or refreshments.
- 1.2.20 The type of function where we use the following tablecloth:
starched white damask, plain coloured liner with or without lace work.

(20 × 1) (20)

- 1.3 Choose FIVE items from the following list of words which belong to written qualities of a competent educator. Write down only the correct letters of each answer you choose.

- A Patience
- B Aggressive
- C Tolerance
- D Rudeness
- E Discipline
- F Enthusiasm assuredness
- G Cruelty
- H Self-assuredness

(5)

- 1.4 Choose FIVE items from the following list that are accessories which could cause incorrect posture. Write down only the correct letters of each answer you choose.

- A Expensive shoes
- B Clothes that fit badly
- C Long dress
- D Wrong shoes
- E New chair
- F Tiredness
- G Pantihose that are too small
- H An uneven bed

(5)
[50]

TOTAL SECTION A: 50

SECTION B**QUESTION 2**

- 2.1 Name TEN verbal actions that the interviewer and the candidate who is being interviewed should keep in mind. (10)
- 2.2 List TEN golden rules for candidates in a job interview. (10)
- 2.3 What are the correct procedures of the setting of the table with regard to the following?
- 2.3.1 Knives
- 2.3.2 Serviette/Napkin
- 2.3.3 Soup/Porridge spoons
- 2.3.4 Special cutlery, e.g. tongs
- 2.3.5 A side plate (5 × 2) (10)
- 2.4 Name FIVE requirements of the eating area or bar. (5)
- 2.5 Name FIVE ways in which you can protect and look after your hair. (5)
- 2.6 List FIVE ways in which you can protect and look after your body. (5)
- 2.7 What are healthy eating habits with regard to the following food groups?
- 2.7.1 Milk and dairy group (2)
- 2.7.2 Meat and meat alternatives (3)
- [50]**

QUESTION 3

- 3.1 Explain the role that day care plays in the community. (10)
- 3.2 Name FIVE different forms of day-care centres with different objectives. (5)
- 3.3 Briefly explain the prescribed standards regarding the buildings and terrain of a day-care centre under the following headings:
- 3.3.1 Outdoor play-area enclosure
 - 3.3.2 Ceilings
 - 3.3.3 Health Act, 1977 (Act 63 of 1977) (3 × 3) (9)
- 3.4 Discuss the general requirements that have been laid down for the toilets and washing facilities of day-care centres. (9)
- 3.5 Name SIX characteristics of effective day care. (6)
- 3.6 What does a well-structured daily programme ensure? (6)
- 3.7 Briefly discuss the following types of planning:
- 3.7.1 Individual planning (2)
 - 3.3.2 Joint planning (3)
- [50]**

QUESTION 4

- 4.1 Briefly summarise *administration*. (10)
- 4.2 Define the following types of meetings:
- 4.2.1 General meeting of members (2)
 - 4.2.2 Meeting in camera (3)
 - 4.2.3 Congress meetings (2)
- 4.3 List SIX elements of the notice of meetings. (6)
- 4.4 List SIX content items of the constitution of a day-care centre. (6)
- 4.5 Name FIVE requirements of an effective filing system. (5)
- 4.6 Explain the importance of arrival times in day programmes for the different age groups. (5)
- 4.7 List SIX different forms of ring times. (6)
- 4.8 What are the advantages of a positive self-image? (5)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200