



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

DAY CARE PERSONNEL DEVELOPMENT N4

(4110384)

19 October 2020 (X-paper)
09:00–12:00

This question paper consists of 7 pages.

266Q1B2019

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.
-

SECTION A**QUESTION 1**

- 1.1 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–K) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Natural ability to do something	A	unique being
1.1.2	Unlike anybody else	B	milieu 
1.1.3	Leaving rural areas for better opportunities in the city	C	anorexia nervosa
1.1.4	Ideas, customs and social behaviour of a specific group of people	D	grooming
1.1.5	Things one does for fun and enjoyment	E	obesity
1.1.6	Child's social environment 	F	wardrobe planning
1.1.7	State of being grossly overweight	G	pulling factor
1.1.8	Doing things so that you appear clean and neat, such as brushing your hair	H	pushing factor
1.1.9	Loss of appetite caused by a psychological disorder	I	recreation
1.1.10	Job scarcity in the rural areas influencing people to move to the city	J	aptitude
		K	culture 

(10 × 2)

(20)

- 1.2 Give ONE term for each of the following descriptions by writing it next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

- 1.2.1 Main method used by companies to appoint staff
- 1.2.2 Ability to adapt activities to daily needs of children 
- 1.2.3 Educarer wanting attention of whole group while they follow her commands
- 1.2.4 Group of people working together to reach specific outcomes
- 1.2.5 Probably most difficult of all interviews

1.2.6 Paintings of various shapes on back of rack or wall to guide the children when they tidy up 

1.2.7 Normally open only mornings for a maximum of five hours

1.2.8 Meeting which only members are allowed to attend

1.2.9 Need to achieve the highest possible goal in life

1.2.10 Tables grouped together at this type of function

(10 × 2)

(20)

1.3 Indicate whether the following statements are TRUE or FALSE by writing 'True' or 'False' next to the question number (1.3.1–1.3.10) in the ANSWER BOOK.

1.3.1 It is important that all the children sleep during resting time.

1.3.2 Keep gestures calm and controlled during an interview 

1.3.3 Children are put in orphanages to correct particular problems that they might have.

1.3.4 A competent educator have the ability to delegate certain tasks.

1.3.5 Sitting with arms crossed during an interview is acceptable.

1.3.6 Shrubs attracting birds are desirable in the garden.

1.3.7 The biannual progress report of the child is a summary taken from the quarterly observation report.

1.3.8 Social development takes place when a child helps to tidy up.

1.3.9 The educator must encourage parents to pack dry clothes in the child's bag. 

1.3.10 Planning is a continuous process.

(10 × 1)

(10)
[50]

TOTAL SECTION A:

50

SECTION B**QUESTION 2**

- 2.1 Explain *preprimary education* under the following headings:
- 2.1.1 Definition and importance of directed activities (3)
 - 2.1.2 THREE routine periods  (3 × 4) (12)
 - 2.1.3 Crèches (3)
 - 2.1.4 FOUR requirements for starting nursery schools/preprimary schools (4)
- 2.2 Daycare centres must meet standard requirements and furnishings and equipment must be applied in such a manner that they promote the physical, social and intellectual development of a child.
- List the requirements for each of the following:
- 2.2.1 SEVEN standards for buildings and facilities (7)
 - 2.2.2 Storage facilities used by children under 2 years (3)
- 2.3 State FIVE causes of incorrect posture.  (5)
- 2.4 Briefly explain the duties of each of the following committee members:
- 2.4.1 Secretary (2)
 - 2.4.2 Chairperson (3)
 - 2.4.3 Treasurer  (3)
- 2.5 List FIVE basic ways to handle conflict. (5)

[50]

QUESTION 3

3.1 Draw a basic floor plan of the baby room at a crèche indicating the following:

3.1.1 Different areas of the baby room  (5)

3.1.2 Equipment/Furniture and other features (5)

3.2

Bapala Playschool	
Notice of meeting	
Dear educarers	
A meeting will be held in the principal's office on 23/07/2020. The following will be discussed:	
- Learner totals - Waiting list - Finance	
<i>L. Potgieter</i> (Principal)	

3.2.1 What type of meeting is this? Substantiate your answer. (1 + 2) (3)

3.2.2 Draw up an agenda for this meeting.  (7)

3.3 Briefly explain how you will prepare yourself for a job interview under the following headings:

3.3.1 Physical appearance and grooming (4 × 2) (8)

3.3.2 Punctuality (2)

3.4 State SEVEN points to keep in mind when choosing caterers for a fundraising event at the playschool. (7)

3.5 Briefly explain how a positive self-image cultivates sound human relationships at the daycare centre.  (3 × 2) (6)

3.6 Explain the correct sitting posture. (7)

[50]

QUESTION 4

4.1 Explain the importance of each of the following documents:

4.1.1 Attendance register (5)

4.1.2 Progress report  (4 × 2) (8)

4.2 Name TWO home-based daycare services. (2)

4.3 List FIVE characteristics of a competent principal. (10)

4.4 Give ONE term from the list below for each of the following descriptions and write it next to the question number (4.4.1–4.4.6) in the ANSWER BOOK:

morning tea; cocktail; buffet; cheese and wine;
finger lunch; afternoon tea

4.4.1 Drinks served on the side by waiters

4.4.2 One, but preferably two salt foods, served 

4.4.3 Dress code semiformal to formal

4.4.4 ONE salt and TWO sweet foods served

4.4.5 Guests served delicate savouries

4.4.6 Guests helping themselves (6 × 1) (6)

4.5 Name any FIVE points in a constitution.  (5)

4.6 State THREE ways of compiling a daycare centre management committee. (3 × 2) (6)

4.7 Give FOUR reasons why written planning is important. (4 × 2) (8)

[50]

TOTAL SECTION B: 150
GRAND TOTAL: 200