



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 8 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 Various options are given as possible answers to the following questions. Choose the correct 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 ... aim of this learning area is to teach children identify different sounds.

- A Exhibition corner
- B Listening corner
- C Eating corner



1.1.2 All floors should have a ... surface to ensure the safety of babies.

- A non-stick
- B non-slippery
- C non-solid

1.1.3 A person who look after a maximum of six children and not register at the department is a ...

- A educator.
- B assistant teacher.
- C day mother.



1.1.4 ... aim of this learning corner to improve language and communication skills.

- A Book corner
- B Theme table
- C Fantasy corner

1.1.5 The objective of this day-care centre is to correct certain difficulties a child may have.

- A Orphanage care
- B Supplementary care
- C Remedial care



1.1.6 Children should be placed in a ... position on the mattress to prevent the spread of any disease.

- A head-to-head
- B head-to-foot
- C foot-to-foot

1.1.7 ... aim of this learning area is to develop role play.

- A Cinematography
- B Block corner
- C Fantasy corner



1.1.8 Parking spaces must be clearly marked and a ... sign must be placed on the entrance gate of the day-care centre.



- A 'pass entry'
- B 'no entry'
- C 'no reserved'

1.1.9 To know your HIV status, one would go for a ...

- A blood test.
- B virginity test.
- C fertility test.

1.1.10 A person who consume unusually large amounts of food and feel unable to stop eating suffer from ...

- A serious dieting disorder.
- B bulimia nervosa.
- C binge eating disorder.



(10 × 1) (10)

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 Early childhood centres provide formal education to children between 0 to 3 year old.

1.2.2 A day-care centre without a garden makes scientific exploration fun.

1.2.3 Through play children develop as a whole.

1.2.4 A musical activity is an individual activity in a day-care centre.



1.2.5 A centre needs a door for the toilets for 2- to 3-year-olds.

1.2.6 Marital problems of parents have a positive influence on their children.

1.2.7 Harmful and malicious gossip only lead to negativity and distrustfulness.

1.2.8 A positive self-image enables a person to enjoy life and master setbacks.



1.2.9 A good teacher should discuss private problems of the child among their friends.

1.2.10 An orphanage will incorporate the child in mainstream education.

(10 × 1) (10)

- 1.3 Choose a/an word/item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–R) next to the question number (1.3.1–1.3.15) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.3.1	It helps to create a friendly and co-operative environment for children	A	conflict
1.3.2	Two or more people do not agree or think alike about a matter	B	culture
1.3.3	People move from rural areas to cities	C	introvert
1.3.4	Something more important turns up and the conflict gets postponed	D	subordination
1.3.5	Relationship cannot be one-sided otherwise a relationship can become unequal	E	playgroup
1.3.6	It entails the moral values, habits and attitude of a specific group of people	F	ambient
1.3.7	A verbal conversation between two people for a specific reason	G	team work
1.3.8	A system where diners serve food themselves	H	day mother
1.3.9	Person who has more or less characters for both	I	interview
1.3.10	A small spectrum of interpersonal relations	J	give and take
1.3.11	The character is usually optimistic and hopeful	K	sanguine
1.3.12	They look after up to six children	L	buffet
1.3.13	It can be offered every day or on certain days of the week	M	urbanisation
1.3.14	Something you must do because it is your duty	N	constitution
1.3.15	This is the starting point from where everything is created	O	ad hoc
		P	mental effort
		Q	supplementary
		R	obligation

(15 × 2)

(30)
[50]**TOTAL SECTION A: 50**

SECTION B**QUESTION 2**

- 2.1 Give TWO types of home-based day care.  (2 × 1) (2)
- 2.2 Discuss each type of day-care centre given in QUESTION 2.1. (3 × 2) (6)
- 2.3 Define the following types of day care:
- (a) *Foster care*
 - (b) *Substitute care*
 - (c) *Remedial care*
- (3 × 1) (3)
- 2.4 The task of an educator is to support and guide children on their way to adulthood.
- State FIVE characteristics of a competent educator. (5)
- 2.5 Briefly explain the objective of the private centre. (4)
- 2.6 Describe the SIX learning areas for babies and toddlers (0–3 years).  (6)
- 2.7 Describe the layout of the garden under the following headings:
- 2.7.1 Choose the shrubs that ... (3)
 - 2.7.2 The different senses involved when choosing shrubs and trees. (3)
- 2.8 Name FOUR factors to keep in mind when planning a parking area. (4)
- 2.9 You're the new educator at Tokologo Pre-Primary School in Boshoff and the principal of the school requested that you must draw up a daily lesson plan for the 5-years-old group. The lesson plan could be a physical or creative activity. (14)
- [50]**

**QUESTION 3**

- 3.1 What is the purpose of the following records:
- 3.1.1 Application form
 - 3.1.2 Registration form
- (2 × 2) (4)
- 3.2 The secretary is responsible for keeping the records of the centre and for dealing with the correspondence.
- Briefly discuss the FOUR responsibilities of the secretary.  (4)

- 3.3 List SIX of the main aspects that are normally included in the constitution of an institution.  (6)
- 3.4 Briefly explain the FIVE duties of the secretary after the meeting. (5)
- 3.5 Name FOUR types of public meetings. (4)
- 3.6 Name any SIX elements that should be included in the minutes of the meetings. (6)
- 3.7 Explain the term *personality*. (2)
- 3.8 Name FIVE characteristics of poor (weak) self-image one can experience in their life. (5)
- 3.9 Give the definition of each eating disorder:
- (a) *Obesity*
 (b) *Anorexia nervosa*
 (c) *Bulimia nervosa*  (3 × 2) (6)
- 3.10 Name THREE other social problems that can affect mental and physical health negatively. (3)
- 3.11 Life can be demanding with regards to physical and mental abilities therefore it is of outmost important to refresh mind and body at regular intervals.
- Discuss FIVE basic principles to apply and ensure healthy eating habits. (5)
- [50]**

QUESTION 4

- 4.1 Give the definition of the following terms:
- (a) *Conflict*
 (b) *Teamwork*  (2 × 2) (4)
- 4.2 List FIVE ways in which you can handle interpersonal conflict. (5)
- 4.3 Describe how will you deal with interpersonal conflict effectively. (5)
- 4.4 Give the definition of the following interviews: 
- (a) *Job interview*
 (b) *Enquiring interview*
 (c) *Problem-solving interview* (3 × 1) (3)

4.5	Describe FIVE preparations for an interview under dressing and grooming.		(5)
4.6	Describe the follow-up procedures after a:		
	(a) Persuasive interview		
	(b) Job interview		
		(2 × 2)	(4)
4.7	Accurate planning and preparation are essential for successful entertaining.		
	State FIVE rules for menu planning.		(5)
4.8	Name FOUR requirements for the eating area (venue).		(4)
4.9	Briefly explain FIVE of the planning, preparation and organisation steps for a cocktail party.		(5)
4.10	Describe the procedure to follow when laying the table under the following headings:		
4.10.1	Table cloths		(5)
4.10.2	Flowers		(5)
			[50]
TOTAL SECTION B:			150
GRAND TOTAL:			200