



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMMUNICATIONS N4
(FIRST PAPER)

30 MAY 2016

**Downloaded from
TVET Exam Papers app**



QUESTION 1

- Department of home affairs partnered with banks to issue smart ID cards ✓
- The deal is part of the department's plan to make ID's accessible to all citizens ✓
- This was a brief to the media ✓
- Few banks already signed a memorandum of understanding with the department. ✓
- Other banks are also going to be contacted ✓
- The department will set up kiosks in bank branches ✓
- Applications will be submitted at these kiosks ✓
- Photos and finger prints will be taken at kiosks ✓
- Payment for the smart card will be done at the bank ✓
- The person will collect the smart ID from the bank where they applied ✓
- The department has many offices countrywide ✓
- Many of them are smart card ID offices ✓
- People complain of being turned away ✓
- System are sometimes down in banks ✓
- Service providers will ascertain that network supply is not interrupted. ✓

Any 12 NB points

Content: 12 See ticks, any twelve
Language: 6 Sentences and tense, allow 4 errors before subtracting any marks.
Layout: 2 Heading and points

[20]

QUESTION 2

P O BOX/Private Bag/Street
TOWN/CITY/VILLAGE
Postal Code
Date in full e.g. 5 May 2015 not 5/5/5

The Director
Department of Home Affairs
Private Bag X01
PRETORIA
0001

Dear Sir
HEADING IN CAPITAL LETTERS

PAR 1

Town and Province ✓
Bank and Date ✓
Complaint e.g. not satisfied ✓

PAR 2

Your name ✓
Turned away ✓
Reason given ✓
Why not satisfactory ✓ ✓
How the problem should have been or should be solved ✓ ✓

PAR 3

Goodwill e.g. I am looking forward to/I hope..... ✓ ✓

Yours faithfully
Signature
NAME IN CAPS

Content: 12 see ticks
Language: 8 punctuation, tense etc – half per error, allow 4 errors before subtracting any marks
Layout: 5 see x – half per error

[25]

QUESTION 3

To : All students
 From : The Secretary or any Name and surname
 Date : Any Date in full e.g. 13 June 2015 not 13/6/15
 Subject : SMART ID CARDS IN BANKS OR ANY TOPIC ABOUT SMART ID CARDS. ✓ ✓
 Paragraph formulated around
 Name of the bank ✓
 Town/City/Village where the bank is ✓
 - Days ✓ and times ✓ e.g. Monday and Wednesday between 13:00 and 16:00
 - Green bar coded ID ✓ - reason for that ✓ ✓ ✓

Content: 10 see ticks
 Language: 3 punctuation, tense etc – half per error, allow four errors before subtracting marks.
 Layout: 2 – half per error

[15]**QUESTION 4**

1. Background
 On Date ✓ in full. Presentation for smart ✓ card ID'S organised by Dept Home ✓ Affairs for students ✓. The purpose of this ✓ was to inform students ✓ about smart card ✓ ID. I was instructed by Principal ✓ /Mr JG Bogude ✓ to compile ✓ a feedback report. I was sent to represent students ✓
2. Purpose: Inform principal about the presentation on smart ID cards. ✓
3. Presentation formed around
 Sentence
 Presenter-Felicity Moron - ✓
 Informative-✓
 Name three Banks ✓
 Times and Days ✓
4. Venue and Refreshment
 Clean and neat ✓
 Finger lunch ✓
5. Conclusion
 The presentation was informative/ enlightening. ✓
 Any possible conclusion that has to do with smart ID cards ✓
6. Recommendation
 Invite Home Affairs to college/Increase the days/Do it in the evening/i.e any that is progressive. ✓ ✓

Content: 22 see ticks
 Language: 5 punctuation, tense etc – half per error, allow four errors before subtracting marks.
 Layout : 3 see X – half per error

[30]

ADDENDUM C**HOME AFFAIRS FORM**

Surname: ✓

Names: ✓

Place: ✓ Province: ✓

Date of Birth: ✓

ID no: ✓

Age: ✓

Gender: ✓

Place where this application is made : ✓

Your Signature: $\frac{1}{2}$ a mark Date: $\frac{1}{2}$ a mark**[10]****TOTAL: 100**