higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE (VOCATIONAL)

## LIFE ORIENTATION
(First Paper)
**NQF LEVEL 3**

(7601023)

**25 November 2019 (Y-Paper)**
**13:00–15:30**

**This question paper consists of 10 pages.**

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**TIME: 2½ HOURS**
**MARKS: 120**

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**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.

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## SECTION A

## QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.5) in the ANSWER BOOK.

1.1 Negative peer pressure takes place when a person …

A helps to raise your personal standard.
B helps to improve your behaviour.
C often belittles you.
D helps to improve your social skills.

1.2 … thinking means thinking clearly and logically about a problem or idea.

A Critical
B Creative
C Analytical
D Abstract

1.3 A/An … is a process designed to measure your capabilities, talents, strengths and expertise.

A appraisal
B skills audit
C survey
D operational audit

1.4 A person who believes in the value and importance of work has a strong …

A personality.
B passion.
C work ethic.
D indifference.

1.5 … is the fear of foreigners, leading to acts of violence, displacement and even killing.

A Genocide
B Ethnic cleansing
C Stereotyping
D Xenophobia

(5 × 1) **[5]**

## QUESTION 2

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–F) next to the question number (2.1–2.5) in the ANSWER BOOK.

| COLUMN A | | COLUMN B | |
|---|---|---|---|
| 2.1 | State of being in control of your feelings and emotions and having a healthy mind | A | workplace bullying |
| 2.2 | Anonymously reporting wrongdoing in the workplace/community | B | assertiveness |
| 2.3 | State of having a healthy body | C | physical well-being |
| 2.4 | Ability to speak up clearly and confidently about what you want | D | whistle-blowing |
| 2.5 | Mistreatment and purposeful harassment of colleagues | E | mental well-being |
| | | F | endurance |

(5 × 1) **[5]**

## QUESTION 3

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (3.1–3.5) in the ANSWER BOOK. Give a reason for each answer or correct the statement if it is FALSE.

3.1 Unproductive work behaviour is morally acceptable.

3.2 If you prefer to learn with other students, you have an intrapersonal learning style.

3.3 It is appropriate to only contact people in your network when you need a referral.

3.4 Prejudice is to judge people negatively because they are different.

3.5 Embezzlement is the illegal use of funds put in a person's care.

(5 × 2) **[10]**

## QUESTION 4

Complete the following sentences by writing only the missing word(s) next to the question number (4.1–4.5) in the ANSWER BOOK.

4.1 To hire a family member or friends without considering the best qualifications for the post, is called … .

4.2 Expertise which are hard to find in the job market are referred to as …

4.3 … is to scan the important parts of a text to find the main ideas.

4.4 The tasks you have to do in your particular field of work is referred to as your … .

4.5 ... is giving money to a traffic officer to avoid being issued with a speeding fine.

(5 × 1) **[5]**

## QUESTION 5

5.1 State THREE effects that the abuse of alcohol have on people. (3)

5.2 State TWO types of cybercrimes. (2)

5.3 State THREE characteristics of a left-brain dominant person. (3)

5.4 Define the following terms:

5.4.1 Culture (2)

5.4.2 Cultural diversity (2)

5.5 Mariam is an excellent listener but also likes to talk a lot. She can reproduce symbols, letters or words just by hearing them.

5.5.1 Define the term *mnemonic techniques.* (1)

5.5.2 Which mnemonic techniques can Mariam use to help her while studying? (2)

**[15]**

**TOTAL SECTION A: 40**

## SECTION B

## QUESTION 6

Read the extract below and answer the questions.

**LOVE NO LONGER LIVES HERE!**

Jabulile, lives with her boyfriend. She explains: 'We started dating in 2017 and he started mistreating me in March 2018. He often accuses me of cheating while I am committed to our relationship.' There have been two violent incidents. The first incident was when he went out with new friends and came home under the influence of substances. He punched Jabulile in the face twice and then pretended the next day as though nothing had happened. She says she forgave him thinking that she could have provoked his behaviour.

The second time he kicked her while she was on the floor in front of his friends who were all laughing. Her boyfriend wants her to go out with him and his friends to a club. Jabulile does not feel comfortable to go with as she does not like his new friends and has heard of girls being date-raped at that club.

Jabulile does not know what to do and she is scared of her boyfriend.

6.1 Suggest THREE things Jabulile should do to free herself from this abusive relationship. (3)

6.2 State FOUR assertive and refusal skills that Jabulile can use when communicating with her boyfriend. (4)

6.3 Give Jabulile THREE pieces of advice on what she should do with regard to her relationship with her boyfriend. (3)

6.4 Explain THREE ways in which Jabulile can avoid consuming date rape drugs. (3)

6.5 Briefly explain how Jabulile could express her feelings. (2)

**[15]**

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## QUESTION 7

Study the picture below and answer the questions.

[Source: *www.nonprofithib.com*]

7.1 Steve is considering volunteering but he is not sure if it is the right thing to do.

Briefly state THREE points of how Steve can benefit from volunteering. (3)

7.2 State FOUR things Steve should do to establish his network. (4)

7.3 Steve is completing NCV L4 at the local TVET college. He is required to do some work shadowing during the July holidays.

Explain to Steve FOUR things he should do if he wants to do work shadowing at an organisation. (4)

7.4 Steve has a visual learning style.

Explain FOUR study techniques he can use. (4)

7.5 State FOUR things that Steve can do to improve his creative thinking skills. (4)

7.6 Steve notices that his colleagues like to make jokes of different cultures. He wants to make a poster to make colleagues aware of the different cultures.

7.6.1 Write down an eye-catching title. (1)

7.6.2 State THREE benefits of respecting cultural diversity in the workplace. (3)

7.6.3 Give TWO examples of cultural diversity in the workplace. (2)

**[25]**

## QUESTION 8

Study the statements below and answer the questions.

**Men who are not into sports are termed as gay.**
**Women who smoke and drink do not have high moral values.**
**Girls are not good at sport.**

8.1 Name the term that can be given for the above type of statements. (1)

8.2 Write down THREE other examples of the term you mentioned in QUESTION 8.1. (3)

8.3

[Source: *www.ctcwcs.com*]

8.3.1 Explain the term *human trafficking*. (2)

8.3.2 State TWO ways in which people may become victims of human trafficking. (2)

8.3.3 Which organisation in South Africa can be contacted to report human trafficking? (2)
**[10]**

**TOTAL SECTION B: 50**

## SECTION C

## QUESTION 9

Read the extract below and answer the questions.

9.1 Jabu is conducting a research for an assignment on sexual harassment and workplace bullying. She comes across the following story:

I have been sexually abused and bullied by a male colleague. He found out I date women and would come into my office and say the most absurd things. The bullying took place for a year. He was condescending and he would belittle me in meetings. I recorded everything and when I felt I had enough, I reported it to my manager. The managers ignored it because they liked him. I decided to report it to my CEO.

[Adapted from: *www.huffingtonpost.co.za/2018/02/01/timesup-should-inspire-you-to-speak-out-about-sexual-assault-in-the-workplace*]

9.1.1 Discuss SIX steps that should be taken to report the sexual harassment and workplace bullying. (6)

9.1.2 Comment on the SIX disciplinary actions that the company should take against the male colleague. (6)

9.2 The SQ3R study method is useful for all learning styles.

Explain FOUR ways in which Jabu should survey her research material. (4)

9.3 The college is running a basic first-aid course for all interested students. Jabu is attending the course and must role-play how to give mouth-to-mouth resuscitation to a drowning victim.

Which FOUR steps should she follow? (4)

**[20]**

**QUESTION 10**

Read the extract below and answer the questions.

> Corruption Watch said it received 5 334 reports of corruption in 2017, an increase from the 4 391 reports it received in 2016.
>
> 'It was received by an active and vigilant public. Corruption cannot be overcome without those who are willing to blow the whistle. They are the true heroes,' executive Director David Lewis said.

[Adapted from: *https://www.timeslive.co.za/news/south-africa*]

10.1 State FOUR points that you can conclude about the effects that corruption have on our country. (4)

10.2 State THREE problems that a person may encounter for reporting corruption in the workplace. (3)

10.3 Describe THREE advantages of reporting corruption in the workplace. (3)
**[10]**

**TOTAL SECTION C: 30**
**GRAND TOTAL: 120**

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