

# higher education & training

Department: Higher Education and Training REPUBLIC OF SOUTH AFRICA

# MARKING GUIDELINE

## NATIONAL CERTIFICATE

## JUNE EXAMINATION

### COMMUNICATION N6 (First Paper)

## 1 JUNE 2016

This marking guideline consists of 6 pages.

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Please turn over

#### **QUESTION 1: NOTICE AND AGENDA**

#### XTSHWANE SOUTH COLLEGE XSTUDENT REPRESENTATIVE COUNCIL XEXECUTIVE MEETING

#### **XNOTICE OF MEETING**

Notice is hereby given of a special meeting to be held at Auditorium Centre  $\checkmark$  on 21 March 2016  $\checkmark$  at 10:00.  $\checkmark$ 

The purpose of the meeting is to discuss the protest march against the subminimum requirements as stipulated by the Department of Higher Education for students who do not qualify to seat for final examination if their year mark is a fail  $\checkmark \checkmark$ .

XSignature XName: Tebogo Malapela XDESIGNATION: Secretary

XTek Base XLyttelton X0140

**X**Date

#### XAGENDA

- 1. Attendance register√
- 2. Apologies ✓
- 3. Opening and welcoming ✓
- 4. The protest march against subminimum requirements  $\checkmark$
- 5. Closure√

MARK ALLOCATION:

Format	Content	Language	
5	10	5	[2

[20]

#### **QUESTION 2: PRESS RELEASE**

#### **XTSHWANE SOUTH TVET COLLEGE**

**X**Tel: 012 660 8521 **X**Fax: 012 660 8500 XTek Base XLYTTELTON X0140

**X**ENQUIRIES: Name – Ext

XPRESS RELEASE

**X**FOR RELEASE: Date

#### XHEADING

Introductory paragraph – student must provide a summary of the most important aspects of the protest march against subminimum fail as stipulated by the DHET. Paragraph should not exceed 30 words.  $\sqrt[4]{\sqrt[4]{4}}$ 

Student must mention that the protest march will be for students only who are schooling at Tshwane South Centurion campus.  $\checkmark \checkmark$ 

ENDS or MORE if it continues after page  $1.\sqrt{\checkmark}$ 

[Double line spacing, wide margin at top, bottom and sides]

#### MARK ALLOCATION:

Format	Content	Language
5	17	8

[30]

#### **QUESTION 3: ITINERARY**

## **X**TSHWANE SOUTH TVET COLLEGE ITINERARY FOR THE PROTEST MARCH AGAINST THE SUBMINIMUM FAIL AS STIPULATED BY THE DHET

#### XON THE DAY OF THE PROTEST MARCH AGAINST SUBMINIMUM FAIL

Х

- 3.1 8:00–8:30: ✓ The Tshwane South SRC executive committee members meet at the SRC offices.✓✓
- 3.2 8:30–9:20:  $\checkmark$  The SRC meets the student body at the college square.  $\checkmark$
- 3.3 9:20–12:20:  $\checkmark$  The protest march commences and leads to the Department of Higher Education and Training.  $\checkmark \checkmark$
- 3.4 12:20–13:20:  $\checkmark$  The students march back to Centurion campus square.  $\checkmark$   $\checkmark$
- 3.5 14:00:  $\checkmark$  The students peacefully disperse from the college square to their respective homes.  $\checkmark \checkmark$

#### MARK ALLOCATION:

Format	Content	Language
5	15	5

[25]

#### **QUESTION 4: ACKNOWLEDGEMENT LETTER**

ADDRESS POSTAL CODE

29 April 2016

Ms. Cloudy Koba Mokomane SRC chairperson Tshwane South TVET College Tek Base LYTTELTON 0140

Dear Ms. Mokomane

#### ACKNOWLEDGEMENT LETTER FOR MEMO

• Say thank you

Thank you very much for your memorandum of 22 April 2016, marching against the subminimum fails in TVET colleges.

- Give reason why employer cannot answer
- Say when he will reply or respond

Unfortunately Dr. Ramoroka, the director of TVET colleges, is in Mauritius attending a best practice workshop for TVET colleges, and is not expected to be back until 1 November 2016. I will forward him your memorandum as soon as he returns. Dr. Ramoroka as a director of TVET colleges will reply with details on the memorandum.

- End with goodwill
- Sign on behalf of employer

MARK ALLOCATION:

Format	Content	Language	
6	10	4	

#### **QUESTION 5: QUESTIONNAIRE**

#### ADDENDUM B

Department of Higher Education and Training

Service delivery improvement

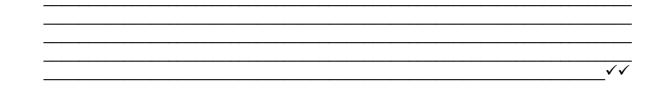
Dear students

We would like to make the Department of Higher Education and Training for TVET a more useful and exciting place. To do that, we need your help, please.

We would appreciate if you could fill in this questionnaire and hand it in at the Department by 30 April 2016. It should take a few minutes only.

Simply tick the boxes ( $\checkmark$ ) which most accurately describe your thoughts and feeling while handing over the memorandum, and give us a suggestion or two where requested.

- 1. How often do you visit the Department of Higher Education centre? □ often □ seldom □ never ✓
- 2. At present the department closes at 16:00. Which hours will suit you the best?
  - □ 08:00 to 16:00 □ 08:00 to 18:00 □ 09:00 to 19:00 ✓
- 3. Please rate the service of the staff while receiving the memorandum.
  - $\Box$  very efficient  $\Box$  seldom efficient  $\Box$  never efficient  $\checkmark$
- 4. How could we make the Department of Higher Education look more friendly and inviting to the corporate world?



Thank you for your assistance.

O. Qonde

Deputy director (TVET)

[5]

TOTAL: 100