



**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.

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✓ on 21 March 2016✓ at 10:00.✓

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✓✓.

XSignature

XName: Tebogo Malapela

XDESIGNATION: Secretary

XTek Base

XLyttelton

X0140

XDate

XAGENDA

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

MARK ALLOCATION:

Format	Content	Language
5	10	5

[20]

QUESTION 2: PRESS RELEASE

XTSHWANE SOUTH TVET COLLEGE

XTel: 012 660 8521
XFax: 012 660 8500

XTek Base
XLYTTELTON
X0140

XENQUIRIES: Name – Ext

XPRESS RELEASE

XFOR 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. ✓✓✓✓

Subsequent paragraphs must provide information in descending order of importance – mention the protest march as per ADDENDUM A. ✓✓✓✓✓✓✓✓✓✓

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

ENDS or MORE if it continues after page 1. ✓✓

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

MARK ALLOCATION:

Format	Content	Language
5	17	8

[30]

QUESTION 3: ITINERARY

**XTSHWANE 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

X

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

MARK ALLOCATION:

Format	Content	Language
5	15	5

[25]

QUESTION 4: ACKNOWLEDGEMENT LETTERADDRESS
POSTAL CODE

29 April 2016

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

[20]

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 (✓) 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.

- very efficient seldom efficient never efficient ✓

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