



Education Training and Development Practices Sector Education and
Training Authority

**EXTERNAL INTEGRATED SUMMATIVE
ASSESSMENT QUESTION PAPER**

**Occupational Certificate: Career Development
Information Officer**

SAQA ID: 96372

NQF: Level 5

Credits: 120

Total Marks: 100

Time: 2 Hours

This question paper consists of 12 pages.

INSTRUCTIONS AND INFORMATION

1. This question paper consists of:
 - a. **THREE** questions
 - Question One (30)
 - Question Two (24)
 - Question Three (46)
 - b. A **Source Document** for Question Two **ONLY**.
(NB: The source document is attached at the end of the question paper)
2. Answer ALL the questions.
3. Read ALL the instructions carefully and take particular note of what is required.
4. Start EACH question on a NEW page.
5. Rule off after each question.
6. Leave a line between answers.
7. Number the answers correctly according to the numbering system used in this question paper.
8. Use the mark allocation and nature of each question to determine the length and depth of an answer.
9. Pay special attention to spelling and sentence construction.
10. Write neatly and legibly.

Question 1

Read the profile below and then answer the questions that follow.

Thabo is a 55-year-old male who lives in a semi-rural area near the Kei River mouth in the Eastern Cape. He does not live with disability. He has a driver's licence. He is a volunteer coach for the local youth soccer team.

School Education

Thabo completed Standard 10 (Grade 12) many years ago. He studied the following subjects:

- English (Home Language)
- Afrikaans
- Mathematics
- Accounting
- Biology
- Business Studies

Thabo's subject preference was Business Studies. He was an above-average learner. He was a member of school debating team. In his matric year Thabo won the Local Municipality Youth Entrepreneurship Award.

Tertiary Education

Thabo completed a NQF-Level 5 Diploma in Agriculture at the University of Venda over a period of two years. His majors were:

- Selection and Management of Farm Animals
- Resource Management and Land Use Planning
- Selection and Management of Crop Production
- Entrepreneurship and Self-motivation

Thabo was a member of the Student Representative Council (SRC).

Work Experience

Thabo worked for several farms. One of the companies he worked for was called DOCKDA Rural Development Agency.

He is currently a Deputy Manager at Quality Products Farm. His duties include farm management, the facilitation of farming-related knowledge and information sharing in community organisations. Thabo has good organisational and interpersonal relations skills. He also has average computer skills.

Thabo was unsuccessful in his small business venture. He appears to doubt his own abilities and seems very fearful of working independently and being responsible for the livelihood of employees.

Future Goal

Thabo wishes to open a business in the area in which he lives.

Prepare a structured response to Thabo's profile and provide relevant career information. (10)

- 1.1 How will you confidentially manage Thabo's information? (2)
- 1.2 From the profile above:
 - 1.3.1 Identify one of Thabo's challenges that requires a referral? (2)
 - 1.3.2 Write a referral letter for Thabo for the identified challenge and propose an appointment. (6).
 - 1.3.3 Having identified Thabo's challenge, why is it important that you confine yourself to your scope of practice as a Career Development Information Officer? (3)
- 1.3 How would you go about demonstrating ethical and professional conduct in your interaction with Thabo? Mention four. (4)

Marks Question One: 30

Question 2

In order to answer the questions below, refer to Thabo's profile in **Question One** above **AND** the **Source Document** at the end of the question paper.

NB:

The Source Document contains the following information:

- a. The National Career Advice Portal (NCAP) Report on Thabo. The report was generated by the electronic system of the Department of Higher Education and Training after Thabo uploaded (put in) her information into the NCAP Interest Questionnaire, and
- b. A table showing career/study fields, career options and learning pathways for Thabo to consider.

- 2.1 What process would you propose that could support Thabo's, Career exploration, as you are the Career Development Information Officer (6)
- 2.2 Propose three (03) detailed questions would you ask Thabo to get more information and clarity? (6)
- 2.3 What three (03) career options from those listed in the source document will you provide for Thabo and state reasons for your selection? (6)
- 2.4 What three (03) learning pathways can you recommend to Thabo in order for her to pursue the career options you chose in 2.3 above? Give reasons for your answers. (6)

Marks Question 2: 24

Question 3

Read the scenario below and then answer the questions that follow.

A Technical and Vocational Education and Training (TVET) College has invited you to address some of its students on matters related to careers and career development.

3.1 Use the headings below to plan and prepare for the information-sharing event.

Headings:

- Date: (8)
- Objective/s:
- Planning and preparation for the event: (8)

3.2 Create three slides that you will use to deliver your presentation. (15)

3.3 Mention three (03) ethical considerations would you keep in mind when preparing for and delivering your presentation? (3)

3.4 Identify three (03) support services/networks that can be engaged in this particular task and give reasons for your selection. (6)

3.5 Review comments from workshop and compile a report using the headings below.

Headings for your report:

- Date of report:
- Task objective/s:
- Presenter's (your) view on planning, preparation, and delivery of presentation:
- Evaluation of comments received from participants:
- Demonstration of how future presentations will be improved:
- Conclusion:

Your report must include:

- a. Presentation of your own views on the entire task (from planning and preparation to delivery of presentation)

- b. Evaluation of the comments received from your audience/participants (these are given below)
- c. Demonstration of how you will use the comments to improve on future information-sharing events.

Comments received from audience:

- *Presenter did not address some critical aspects of training at TVET colleges*
- *TVETs employ staff rejected by universities*
- *TVETs are chaotic and disorganised*
- *Presentation was relevant and to the point*
- *Lots of state funding but students don't get to enjoy its benefits*
- *TVETs associated with second-class education and training*
- *State says TVETs are the future but respects universities more*
- *Presenter was well-informed about dynamics of TVET colleges*

(14)

Marks Question 3: 46

Total Marks: 100

SOURCE DOCUMENT:

- a. The National Career Advice Portal (NCAP) Report
- b. A table showing career/study fields

a. National Career Advice Portal

NCAP Interest Questionnaire Results

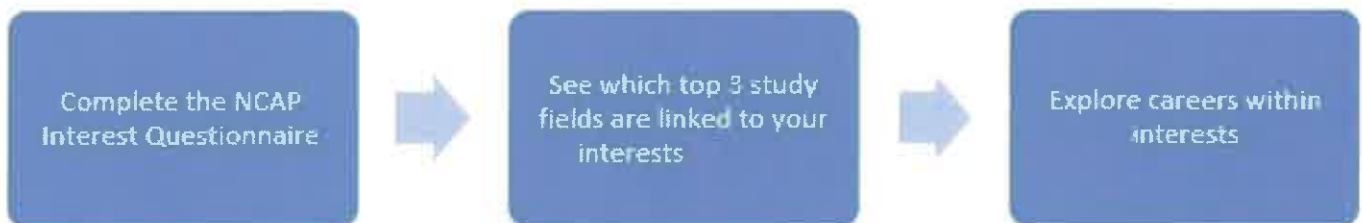
THABO

30/11/2017



Hi Thabo,

Thank you for embarking on this journey of self-exploration which will assist you to determine your interests. Based on the answers you provided on the NCAP Interest Questionnaire, this report will help you develop a deeper understanding of your interests and possible careers related to your areas of interest.



1. The NCAP Interest Questionnaire

The NCAP Interest Questionnaire will help you identify careers that are of interest to you by looking at activities or tasks that you would prefer doing (those you like) and those you would not prefer doing (those you dislike). These activities or tasks are grouped into career/study fields from where you will find details about careers that may be of interest to you. The table below uses your answers to rank these study fields from the highest scores to lowest scores in line with your interests.

PERCENTAGE	CAREER/STUDY FIELD	RANK
60%	Human and Social Studies	1
55%	Business, Commerce and Management Studies	2
40%	Agriculture and Nature Conservation	3
20%	Education, Training and Development	4
10%	Law, Military Science and Security	5

2. Top 3 Career Fields

Below we provide you more information on your top 3 career/study fields. Each career/study field provides you with information on various careers grouped within that field. Click on the link under Possible Careers to see a comprehensive list of careers listed in that field and to obtain more information on careers within that field. Now go through these careers and consider each carefully

Study Field	Description	Possible Subjects	Possible Careers
Human and Social Studies	<p>This study field prepares students to have a better understanding of people, society, and culture in a broader prospective. It further equips students with a broader range of skills important in today's world. These includes critical and creative thinking, research, writing and analysis and effective communication (ability to communicate verbally and non-verbally with empathy, respect and understanding). Careers in Human and Social Sciences may include careers such as Psychology, Social Work, Anthropology, Sociology, Library/Information Sciences, History and Economics.</p> <p>The study field also involves careers in sport or careers related to the sport industry. Due to the commercialisation of sport, wonderful opportunities exist to achieve one's dreams and goals. A person wanting to participate in the sports industry as a career may explore one of a number of routes.</p>	<ul style="list-style-type: none"> • History • Mathematics <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Mathematical Literacy • Geography • Tourism 	<ul style="list-style-type: none"> • Community Development Manager • Social Worker • Workplace / Industrial Relations Advisor
Business, Commerce and Management Studies	<p>The study field prepares students for the business and management environments. It equips students with financial management principles, marketing strategies as well as the administrative support systems that are needed in the sector. The qualification will provide knowledge and skills needed to assume management positions in a wide range of organisation. Qualifications in this</p>	<ul style="list-style-type: none"> • Accounting • Economics • Business Studies • Mathematics 	<ul style="list-style-type: none"> • Small Business Manager • Library Attendant • Real Estate Agent

Study Field	Description	Possible Subjects	Possible Careers
	<p>fields are offered by many institutions. Please note you require Mathematics for careers in accounting and finance or Mathematical literacy at a high level (5-7) for other business-related careers.</p>		
<p>Agriculture and Nature Conservation</p>	<p>The areas of study covered by this study field include crop production, water management and farm management. The study field involves working outdoors with activities associated with plants and animals. Agricultural studies focus on crop farming, marketing of farm products, wine-growing, animal care, sustainable practices, or large property management. Animal health is a para-veterinary field that includes livestock health and protection from diseases. It also incorporates the prevention of diseases that spread from animals to humans. People in these fields have a passion for nature and knowledge of natural resources such as vegetation, soil, animals, minerals and water.</p>	<ul style="list-style-type: none"> • Agricultural Management Practices / Agricultural Sciences / Agricultural Technology • Physical Sciences • Life Sciences • Mathematics <li style="text-align: center;"><u>or</u> • Mathematical Literacy • Geography 	<ul style="list-style-type: none"> • Agricultural / Horticultural Produce Inspector • Mixed Crop and Livestock Farmer • Ornamental Horticultural Farmer

b. Table: Career/study fields, career options and learning pathways

Career/Study Field	Career Options	Learning Pathways
Human and Social Studies	Community Development Manager	Certificate in Community Development
		Bachelor of Community Work
	Social Worker	Bachelor of Social Work
		National Diploma in Social Work
	Workplace / Industrial Relations Advisor	Diploma in Human Resources
Bachelor of Human Resources Management		
Business, Commerce and Management Studies	Small Business Manager	Bachelor of Accounting
		Bachelor of Business Management
	Library Attendant	Diploma in Library and Information Studies
		Bachelor of Library and Information Studies (NQF Level 8)
	Real Estate Agent	Learnership - Property Practitioner Level 4
		National Diploma: Real Estate: Property Marketing: Property Practice and Property Valuation
Agriculture and Nature Conservation	Agricultural / Horticultural Produce Inspector	Learnership - Plant Production NQF Level 5
		National Diploma in Horticulture
	Mixed Crop and Livestock Farmer	Learnership - Farming
		Bachelor of Science in Agriculture
	Ornamental Horticultural Farmer	Bachelor of Agriculture (Ornamental Horticulture) NQF Level 07
		Learnership - Horticulture Level 1