



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N190(E)(J1)H
JUNE EXAMINATION
NATIONAL CERTIFICATE
COMMUNICATION N6
(First Paper)

(5140406)

1 June 2016 (X-Paper)
09:00–12:00

OPENBOOK-EXAMINATION

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA
NATIONAL CERTIFICATE
COMMUNICATION N6
(First Paper)
TIME: 3 HOURS
MARKS: 100

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.
-

BACKGROUND INFORMATION

Tshwane South TVET College is a college located in Centurion in the south of Pretoria. The Student Representative Council (SRC) is planning a 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. The protest march will be arranged from the college head office in the Pretoria CBD. You are Tebogo Malapela, the secretary of the SRC at the Centurion campus, and the meeting is scheduled for 21 March 2016 at Auditorium Centre at 10:00.

Address: Tshwane South College (Centurion), Tek Base, LYTTTELTON 0140

Tel : 012 660 8521

Fax: 012 660 8500

QUESTION 1: NOTICE AND AGENDA

The SRC chairperson, Ms. Cloudy Koba Mokomane, has informed you that she requires an urgent meeting with the executive members of the SRC of Tshwane South TVET College at the Centurion campus, to discuss the protest 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.

Draw up the formal notice and agenda for this executive committee meeting.

NB: The meeting is scheduled for 21 March 2016.

MARK ALLOCATION:

Format	Content	Language
5	10	5

[20]

QUESTION 2: PRESS RELEASE

The executive committee of the SRC has agreed to call a media conference to inform the public and the community about 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. You (Tebogo Malapela) are responsible for compiling the press release. You took down the minutes during the SRC meeting which indicated the date, time and routine at the Department of Higher Education and Training at 222 Struben Street in the Pretoria CBD (ADDENDUM A).

Draw up the press release using these core notes.

MARK ALLOCATION:

Format	Content	Language
5	17	8

[30]

QUESTION 3: ITINERARY

You, Tebogo Malapela, as the secretary of the SRC, have been given the responsibility to draw up an itinerary for the protest march which will take place on 22 April 2016. The itinerary is the planned route to be followed before handing over the memorandum at the Department of Higher Education and Training in the Pretoria CBD. It will also be sent to the metro-police traffic department in order for them to assist with traffic control and supervision during the protest. You discussed the route with the SRC chairperson and took core notes during the meeting (ADDENDUM A).

Use the following core notes to help with the writing of the itinerary:

- 3.1 The Tshwane South SRC executive committee members will meet for 30 minutes (08:00-08:30) to finalise all the logistics before the actual protest march commences.
- 3.2 Immediately after the SRC meeting, the student body will meet at the college square for about 50 minutes (08:30-9:20).
- 3.3 The students will then start with the protest march to the Department of Higher Education and Training. This will take \pm 3 hours (09:20-12:20).
- 3.4 The students will march back to Centurion campus square and this will take approximately one hour (12:20-13:20).
- 3.5 The students will peacefully disperse from the college square to their respective homes at 14:00.

Refer to ADDENDUM A, which contains some of the information that is useful, as well as the information stipulated from background information.

MARK ALLOCATION:

Format	Content	Language
5	15	5

[25]

QUESTION 4: ACKNOWLEDGEMENT LETTER

Seven days after the march protest 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, Mr. Qonde (deputy director) wrote an acknowledgement letter and directed it to the chairperson of the SRC (Ms. Cloudy Koba Mokomane). In his letter he explained that Dr. Ramoroka, the director of TVET colleges, is currently in Mauritius for TVET colleges best practice workshop and that he will be back in the office in November 2016. He promised students that he will forward the memorandum to him, and he will respond personally.

Follow this structure when writing your acknowledgement letter:

- Say thank you
- Give a reason why the employer cannot answer
- Say when he will reply
- End with goodwill
- Sign on behalf of the employer

MARK ALLOCATION:

Format	Content	Language
6	10	4

[20]

QUESTION 5: QUESTIONNAIRE

Read the questionnaire attached as ADDENDUM B and fill it in as if you were a student at the march protest against the subminimum ICASS pass mark.

[5]

TOTAL: 100

ADDENDUM A**SECRETARY'S ROUGH NOTES TAKEN DURING MEETING WITH THE SRC
CHAIRPERSON FOR THE PROTEST MARCH (ONE DAY ONLY)**

The Tshwane South SRC executive committee members will only meet from
8:00–8:30 before meeting with students at 8:50–9:20
8:50–9:20 student body – gather – college square for about 50 minutes
9:20–12:20 students start with the protest march – Department of Higher Education
and Training – ± 3 hours
Students back @ college square – 12:20–13:20
Students disperse – college square – 14:00 – homes

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 it 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)