



QUICK WIN STRATEGIES 2019



GAUTENG PROVINCE
Department: Education
REPUBLIC OF SOUTH AFRICA

LIFE ORIENTATION



RATIONALE

- Gauteng has been number 1 in Life Orientation for the last three years in succession.
- It is critical to maintain this position by strengthening our assessment processes through focused interventions and exam preparation.
- This package is developed to ensure that all schools are provided with an overview of the content and what had to be covered for the year.
- It provides both for a revision package but also for an intervention programme for schools that may have lagged behind or that may have omitted to cover certain content.
- LO is not poor performing. We want to maintain our position nationally!

Outline of the LIFE ORIENTATION CAT 2018

SECTION A	SECTION B	SECTION C
1.1 Multiple choice : cover up the alternative answers and work out the response before you look at the options.	2.1 and 3.1 : mostly concepts or listing of things. Revise the concepts under each topic	Q4, 5 and 6 Bullet 1 : mostly concepts or listing of things. Revise the concepts under each topic
1.2 Complete the statement by providing the correct concepts – conceptual knowledge. Go through all the concepts under the different topics	2.2 and 3.2: most explanations or discussions – could be easy 2.3. and 3.3: discussions and explanations – moderate to difficult Write in FULL sentences/substantiate	Q4, 5 and 6 Bullet 2: discussions and explanations – moderate to difficult Write in FULL sentences/substantiate
1.3 Explain different concepts and other. Always look at the mark allocation. Don't use one word responses. You need to write full sentences.	2.4/2.5 and 3.4/3.5 : higher cognitive order and difficult. Mostly strategies/advise/evaluate/solve a problem or critique. Full sentences required and substantiate your responses. Downloaded from eduresourceza.com	Q4, 5 and 6 Bullet 3: higher cognitive order and difficult. Mostly strategies/advise/evaluate/solve a problem or critique. Full sentences required and substantiate your responses.

NOTE for Section C – essay type questions

- The numbering of the subsections has been removed.
- The numbers have been replaced by bullets.
- The mark allocation has also been removed.
- Here is the allocation of marks:
 - Bullet 1 - 3 marks – (either 3 or 1+2) - list or definition plus a short explanation of a concept
 - Bullet 2 - 6 marks – extended writing
 - Bullet 2 - 6 marks – extended writing
- Write a **paragraph** for each bullet.
- Skip a LINE between the three bullets.

How to approach the LO GAT:

Downloaded from eduresourceza.com

SECTION A	COGNITIVE LEVEL	COMPLEXITY LEVEL	TYPE OF QUESTION	Skill
1.1.1 -1.2.5	Lower, Middle, Higher	Easy, Moderate, Difficult	CONCEPTUAL KNOWLEDGE	Definitions and explanations of concepts
				TIP: Cover the ALTERNATIVE ANSWERS and read the question. Think about the possible answer before looking at the alternatives.
SECTION B and C				
Q 2.1/ 3.1/ 4.1/ 5.1/ 6.1	Lower	Easy-moderate	CONCEPTUAL KNOWLEDGE	Definitions and explanations of concepts
				Give a BRIEF DEFINITION or EXPLANATION that shows that you understand the concept.
Q 2. 2/ 3.2/ 4.2/ 5.2/ 6.2	Middle	Moderate	DISCUSS/EXPLAIN CONTENT	Regurgitation of acquired knowledge with application to the CONTEXT (TOPIC)
				TIP: Don't focus TOO MUCH on the PICTURE (stimulus provided). Think about the CONTENT that is being assessed and use your knowledge to apply it to the PICTURE or PROVIDED SCENARIO.
Q 2.3/ 3.3/ 4.3/ 5.3/ 6.3	Middle-Higher	Moderate-difficult	CRITICALLY DISCUSS/ANAYLYSE	Regurgitation of content plus CRITIQUE of what we see. Facts plus own opinion!
				TIP: Be CRITICAL of society, government, schooling, health, etc.
Q 2.4/ 3.4/ 4.4/ 5.4/ 6.4 – Q2.5/3.5	Higher	Difficult	EVALUATE/ADVISE/ SOLVE PROBLEM	Looking at BOTH SIDES of the argument – pros and cons Or SOLVING the PROBLEM by giving SUGGESTIONS of STRATEGIES or WAYS or PRACTICAL STEPS to solve the problem
				TIP: There are various OPTIONS of STRATEGIES or POSSIBLE SOLUTIONS. Think about ROLE PLAYERS who could help to solve the problem, e.g. the government, the school, media, community, you, police, church, NGO, clinics, private sector

Downloaded from eduresourceza.com

HIGHER ORDER QUESTIONS:

SOLVE THE PROBLEM (Q 2.4; 3.4; 4.4; 5.4, 6.4)

Downloaded from eduresourceza.com

Possible ways to answer this type of questions:

TOPIC	WHO should help?	WHAT help should be provided?	HOW will this help solve the problem?	How will society benefit?
Stress Relationships Communication Careers				
HIV/Aids Diabetes Obesity				
Substance abuse Sexuality issues				
Human rights Discrimination Democracy				
Workplace Employee rights Employer rights				
Work ethics Recruitment Harassment in the work place				

Downloaded from eduresourceza.com

Who can assist? Whom can you approach?

Downloaded from eduresourceza.com

ROLE PLAYERS	Which Court?	Which legislation?	Which procedure?	Which department?	Which right?
LEGAL ISSUES	Criminal Court Small claims Court High Court Constitutional Court IPAD Law Society	Criminal Acts and legislation	Completion of complaint forms to register a case	Department of Justice	Right to equal access to justice Right to be heard Equal justice
LABOUR ISSUES	Labour Court Constitutional Court	Labour Relations Act Employment Equity Act Basic Conditions of Employment Act Bill of Rights	Completion of complaint forms to register a case Strike, picket, sit-in, letter of demand, march, petition	Department of Labour	Right to strike Right to be treated fairly – no discrimination
HEALTH ISSUES – e.g. HIV/Aids	Constitutional Court	Bill of Rights	Completion of complaint forms to register a case	Department of Health	Right to be treated with dignity Right not to be discriminated against
MEDIA ISSUES		Bill of Rights			Freedom of expression Right to information
RIGHTS ISSUES	Constitutional Court	Bill of Rights	Petition Peaceful march SRC representation Media briefing negotiation	Department of Justice	Constitutional rights: Right to life, right to education, right to safety, right to privacy, etc.

Downloaded from eduresourceza.com

OTHER ROLE PLAYERS:

ROLE PLAYERS	What?	Benefits to self	Benefits to society
The church	Providing educational programmes Preaching about the problem Informing community members Providing spiritual support Providing counselling Providing support groups Providing food parcels/home based care	• Getting spiritual, social and physical support • Opportunities to make a difference • Personal development • Develop lifelong friendships • Learn to volunteer	• Social benefits • Help decrease crime • Bind communities together • Linked to healthy stable family life • Nation building as a collective
NGO's	Providing educational programmes Informing community members Providing counselling Providing support groups Providing food parcels/home based care	• Provide relief • Provide shelter • Provide food • Provide training • Provide counselling and advice	• Services and social protection for citizens • Uplifting members of their society • Feeding people in need • Cleaning communities • Provide training and facilitate growth
The community	Awareness campaigns Neighbourhood watch Support	• Create a sense of belonging • Develop long term friendship • Get support network	• Create awareness of unity • Safety- neighbourhood watch
The individual	Creating awareness amongst peers Youth club participation	•	•
The police	Awareness campaigns Educational campaigns	• Safety • Creating awareness	• Safety • Creating awareness
The media	Awareness campaigns Educational programmes	• Creating awareness • Inform	• Creating awareness • Inform • Educate • Create platform for debate • Inform public

IMPORTANCE OF OBTAINING A NATIONAL SENIOR CERTIFICATE (NSC): DEVELOP A STUDY PLAN FOR GRADE 12

Grade 11 Revision

1. What are the three types of certificate you can get in matric?
2. What are the requirements of each certificate?
3. Look at your JUNE marks. What pass would you obtain if it were the final exams?

How would you feel if...

- a. You open the newspaper in January 2019 and your name is not there?
- b. You passed, but it's not what you had anticipated?
- c. You passed well but did not apply to a Higher Education Institution?
- d. You applied but were not accepted?
- e. You were accepted but did not get a bursary?

BRAIN STORM SOLUTIONS and POSSIBLE OPTIONS

Definition

- a. What does NSC stand for?
- b. What does NCS stand for?
- c. How does NCS differ from NSC?

Importance of NSC

- a. What are the importance of obtaining the NCS
- b. What can you do with a NSC?
- c. What are your goals for 2019?

Develop a study plan

1. What is a study plan
2. Why is it important?
3. What are the things to consider when developing a study plan?
4. Try developing your study plan and compare your study plan with a friend
6. How does yours compare to that of your friend?
7. What are time wasters in your life? How can you cut down on them and commit on your decision?
8. Write your own commitment letter. Also write a rewards letter.

What If...

- a. What options will you pursue if you don't get your NSC
 - b. How can you deal with the disappointment of not obtaining your NSC?
- What is the impact of not obtaining your NSC on you or to your family?



Importance of Obtaining a National Senior Certificate (NSC): Develop a Study plan for Grade 12

Downloaded from eduresourceza.com

Types of certificate you can get in Grade 12		Requirements of each Certificate	
Higher Certificate		40% in Home Language 40% in 2 other subjects 30% in 3 other subjects	
Diploma		40% in Home Language 40% in 3 High Credit Subjects 30% in 2 Subjects	
Bachelors Degree Pass		40% in Home Language 50% in 4 High Credit 30% in 2 Subjects	
High Credit Subjects			
Languages	Maths	Maths Lit	History
Geography	Drama	Music	Business Studies
Life Sciences	Physical Sciences		
Low Credit Subjects			
Design	Dance	Tourism	

Downloaded from eduresourceza.com

Importance of Obtaining a National Senior Certificate (NSC): Develop a Study plan for Grade 12

TERM	MEANING
NSC	National Senior Certificate (Get it once you have passed your Grade 12)
NCS	National Curriculum Statement Gives expression to the knowledge, skills and values worth learning in South Africa
Exams based on the NCS for Grades 10 – 12 leads to the issuing of the NSC exit-level qualification	
Importance of NSC:	
• Allows you to study at a Higher Education Institution (HEI) • Basic Requirement to apply for a bursary • Basic requirement to apply for a job • Shows that you have some skills and knowledge	

Study Plan

Downloaded from eduresourceza.com

WHAT IS A STUDY PLAN?

AN ORGANIZED SCHEDULE THAT STUDENTS CREATE THAT OUTLINES STUDY TIME AND LEARNING GOALS

WHY IS IT IMPORTANT?

THIS WILL HELP YOU ACHIEVE YOUR DESIRED GOALS WITH RESPECT TO YOUR STUDIES. IT ALSO HELPS YOU TO GET THROUGH YOUR EXAMS WITHOUT WORRYING/ GETTING BAD GRADES

Things to consider when developing a study plan:

- What exactly needs to be studied?
- How long do I have to study?
- What marks am I trying to get?
- How will I study? E.g. Flashcards, mind maps
- Are there any family events to consider?
- Work in “break times” and sleeping?
- Work in time for homework and studying

Downloaded from eduresourceza.com

If you don't get your NSC? What now?

- There are distance learning courses you can study without a Grade 12
- E.g. Computer, IT Studies, Beauty Therapy Studies, Business Management Studies
- Remark your paper
- Rewrite Certain Exams
- Entrepreneurship

Definitions:

- a. unemployment
- b. Volunteerism
- c. ICT
- d. Unemployment rate

Types of unemployment

- a.
- b.
- c.

Causes of each

- a.
- b.
- c.

What is the :

- a. Unemployment rate in SA overall?
- b. Youth unemployment rate?

Impact on SELF:

- a.
- b.
- c.
- d.

UNEMPLOYMENT



Strategies to combat unemployment:

- a. what can you do?
- b. what can business do?
- c. what can the government do?

Which fields have scarce skills?:List the scarce skills

- a.
- b.
- c.
- d.

In a province like Gauteng that is driven by ICT, which self employment opportunities exist?

- a.
- b.
- c.
- d.

Impact on the COUNTRY/ECONOMY:

- a.
- b.
- c.
- d.

Impact on the SOCIETY:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Unemployment:

- Definitions:
- A) Unemployment:
- Unemployment is defined as a situation where someone of working age is not able to get a job but would like to be in full-time employment
- B) Volunteerism:
- The practice of providing time and skills for the benefit of other people and causes rather than for financial benefit
- C) Information and Communications Technology (ICT):
- Refers to technologies that provide access to information through telecommunications. It is similar to Information Technology (IT) but focuses primarily on communication technologies. This include the internet, wireless networks, cell phones
- D) Unemployment Rate
- Is a measure of prevalence of unemployment and it is calculated as a percentage by dividing the number of unemployed individuals by all individuals currently in the labour force

Types of Unemployment	Causes	
	Downloaded from eduresourceza.com	
Structural	Absence of demand for certain type of worker	
Frictional	Normal turnover in Labour market and the time it takes to find a new job	
Cyclical	Economy experiences cycles, ups and down, recession	
• Unemployment rate in SA overall – 27,2% • Youth Unemployment Rate – 38,2% (Age 15 – 34)		
• Impact of Unemployment:		
Self	Society	Country/Economy
• Can't provide for basic needs like food, clothing, shelter • Lose hope, self respect and motivation • Leads to frustration • Leads to homelessness • Stigma	• Unemployed are easy targets for drug pushers • Targets unemployed members of society for human trafficking and adds a bad name to community • Crime in community increases	• Less money for government to spend on education, roads • Unemployment rate increases • Consumer spending will go down • More grants needs to be paid out by government

ICT (Self-Employment opportunities)

- Online employment marketplaces
- Web specialities
- Knowledge manager
- Social Networking Manager
- IT Architects

Fields with Scarce Skills:

- Air Traffic Controllers
- Pilots
- Application Programmes (Apps)
- Cardiologists
- Software Applications

Strategies to Combat Unemployment:

- What can you do?
 - Volunteering
 - Part-time jobs
 - Community Work
 - Entrepreneurship
 - Informal jobs
- What can businesses do?
 - Mentor “new” businesses
 - Mentor entrepreneurs
 - Sponsor students to study
- What can government do
 - Fix education system
 - Vocational training for youth
 - Provide funding for entrepreneurs

Definitions:

- a. CONFLICT
- b. INTERPERSONAL CONFLICT
- c. INTRAPERSONAL CONFLICT
- d. CONFLICT AVOIDANCE
- e. WIN-WIN STRATEGIES

.

:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

CONFLICT AND RELATIONSHIPS



Strategies to RESOLVE A CONFLICT

- a.
- b.
- c.
- d.

?

- a.
- b.
- c.
- d.

:

- a.
- b.
- c.
- d.

:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Conflict and Relationships

Definitions:

A) Conflict:

Disagreements or opposing viewpoints or struggles for power/serious disagreement or argument

B) Interpersonal Conflict

Existing or occurring conflict between people

C) Intrapersonal Conflict

Existing or occurring conflict within yourself

D) Conflict Avoidance

Is a method of reacting to conflict, which attempts to avoid directly confronting the issues at hand. Methods of doing this can include changing the subject, putting off a discussion

E) Win-Win Strategies

Sees conflict resolution as an opportunity to come to a mutually beneficial result

Strategies to resolve conflict

- Use “I” Sentences. (I feel...
- Apply assertive skills
- Use listening and rephrasing skills
- Apply self-control skills

Six steps to Conflict Resolution Process

- Clarify what the disagreement is
- Establish a common goal
- Discuss ways to meet the common goal
- Determine the barriers to the common goal
- Agree on the best way to resolve conflict
- Acknowledge the agreed upon solution

Definitions:

- a. FRAUD
- b. CORRUPTION
- c. EMBEZZLEMENT
- d. BRIBERY
- e. NEPOTISM
- f. CRONYISM

Causes of each

- a.
- b.
- c.
- d.
- e.
- f.

The LAW:

- a. Which legislation regulates fraud and corruption issues?
- b. Which organisations act as watch dogs against fraud and corruption in SA?

Impact on SELF:

- a.
- b.
- c.
- d.

Impact on the SOCIETY:

- a.
- b.
- c.
- d.

FRAUD and CORRUPTION



Strategies to combat FRAUD AND CORRUPTION:

- a. what can you do?

Strategies to combat FRAUD AND CORRUPTION

- b. what can business do?

Strategies to combat FRAUD AND CORRUPTION:

- c. what can the government do?

WHERE can you report fraud and corruption?

- a.
- b.
- c.

Impact on the COUNTRY/ECONOMY:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Fraud and Corruption:

Definition:

A) Fraud:

To swindle, scam, cheat or deceive/Practice deception in order to gain something unlawfully or unfairly

B) Corruption:

Dishonesty, misuse of public power and money for private benefit

Dishonest and illegal behaviour by people in positions of authority

C) Embezzlement:

Theft or misappropriation of funds placed in one's trust or belonging to one's employer

D) Bribery:

Paying for an illegal favour

E) Nepotism:

The act of using your power or influence to get good jobs or unfair advantages for members of your own family

F) Cronyism:

The appointment of friends and associates to positions of authority, without proper regard to their qualifications

Causes of:

Downloaded from eduresourceza.com

Type of Corruption	Cause
Fraud	A person's morality, poor knowledge about fraud, peer pressure, want to achieve a certain level of lifestyle
Corruption	• Greed of money and power • Luxury or any other materialistic desires • Decline of personal ethical sensitivity
Embezzlement	• Financial pressure or incentive • Opportunity one can exploit and keep secret • Rationalization
Bribery	• Wide gap between demand and supply of government services • Lower salaries of government officials • Lack of adequate punishment system for corrupt officials • Slow justice delivery system in courts
Nepotism	Hinder the appointment of well-educated, skilful employees
Cronyism	Hinder the appointment of well-educated, skillful employees

Downloaded from eduresourceza.com

The Law

Downloaded from eduresourceza.com

The constitution of the Republic of South Africa (1996)

Section 217 states that the Government need to take a positive steps to ensure transparency of all public procurement processes including through investigation of corruption

The Competition Act (1998)

Must investigate prohibited practices

Corruption Watch

An anti corruption organisation based in Johannesburg

Public Protector

Downloaded from eduresourceza.com

Strategies to combat Fraud and Corruption:

Downloaded from eduresourceza.com

What you can do?	What can businesses do?	What can government do?
Report any fraud or corruption	Have a Fraud prevention strategy	Optimise the use of technology to detect fraud and corruption
Eliminate conflicts of interests	Optimise the use of technology to detect fraud	Create awareness
Optimise the use of Whistleblowing hotline	Assess employee awareness	Optimise the use of technology to detect fraud
	Eliminate conflicts of interests	

Downloaded from eduresourceza.com

Where can you report fraud and corruption

- South African Fraud Prevention Service 086 010 1248
- Corruption Watch

Impact of Fraud and Corruption

Self:	Society	Country/Economy:
• Reduce access to housing • Reduce access to water and health care • Makes (poor) people feel powerless and cheated • Easy to lose hope	• People believe only way to have access to services is through bribery • People start distrusting each other • Might lead to violence • Community gets a bad name	• Service delivery will be bad • Unemployment will increase • Institutions will not develop • Investors will pull out of the country • Promotes poverty



Life style Diseases	Name of disease (disease types)	Causes	Symptoms	Prevention	Care	Support	Help
STDs/STIs/HIV	• Syphilis • Gonorrhoea • Herpes • Chlamydia • Genital warts	• Unprotected Vaginal or anal sex • Unprotected Vaginal or anal sex • Direct Contact with blisters • Unprotected Vaginal or anal sex • Passed during birth	• Yellowish vaginal discharge • Puss from penis • Burning when urinating • sores on mouth or genitals	• Get tested • Get vaccinations • Always use condoms • Have sex with one person	• Go to clinic or the doctor • Get antibiotics • Keep area clean and dry • Eat healthy diet	• Get emotional support from family/friends • Join support groups • Hospices	• Partner • Doctor • Clinic • Friends/Family • Parents
Cancer	• Cervical Cancer	• Human Palomino	• May have symptoms	• Vaccinations	• Screening- early detection • Pap smears	• Hospice • Get emotional support from family and friends • Join Support Group	• Go for screenings • Get vaccinations • See Doctor
	• Lung Cancer	• Smoking/Smoke	• Chest Pain • Coughing	• Don't smoke • Don't stay in room with someone who smokes	• Screening • Chemotherapy • Surgery		
	• Prostate Cancer	• Eating to much animal fat • Substance abuse	• Delayed urination • Blood in urine	• Healthy diet • Regular physical	• Adapting your diet • Go for tests • Hormone therapy		



Life style Diseases	Name of disease (disease types)	Causes	Symptoms	Prevention	Care	Support	Help
Hypertension	High blood pressure	• High levels of salt intake • Lack of calcium • Lack of Vitamin D • Being overweight • Substance abuse • Smoking • Lack of exercise	• Often no symptoms • Severe headache • Fatigue • Irregular heartbeat • Chest pain	• Lower salt intake • Don't smoke • Exercise • Check blood pressure (normal is 120/80) • Lose weight • Deal with stress	• Go to clinic to test your blood pressure • If blood pressure is high use your medication • Exercise every day • Don't smoke	• Get support from family and friends • Join support groups • Go for screening	• Get blood pressure checked on the regular from a Doctor, Clinic • Family
Diseases of Circulatory system	High blood pressure	• See above	• See above	• See above	• See above	• See above	• See above
	Heart attacks	One or more of coronary arteries become blocked	• Pain in centre or left side of chest • Pain from jaw • Shortness of breath • Nausea	• Maintain healthy weight • Don't smoke • Exercise • Manage stress	• Treat high blood pressure and high cholesterol • Exercise • Eat healthy	• Join support group • Go for screening	• Get blood pressure checked on the regular from a Doctor, Clinic • Family



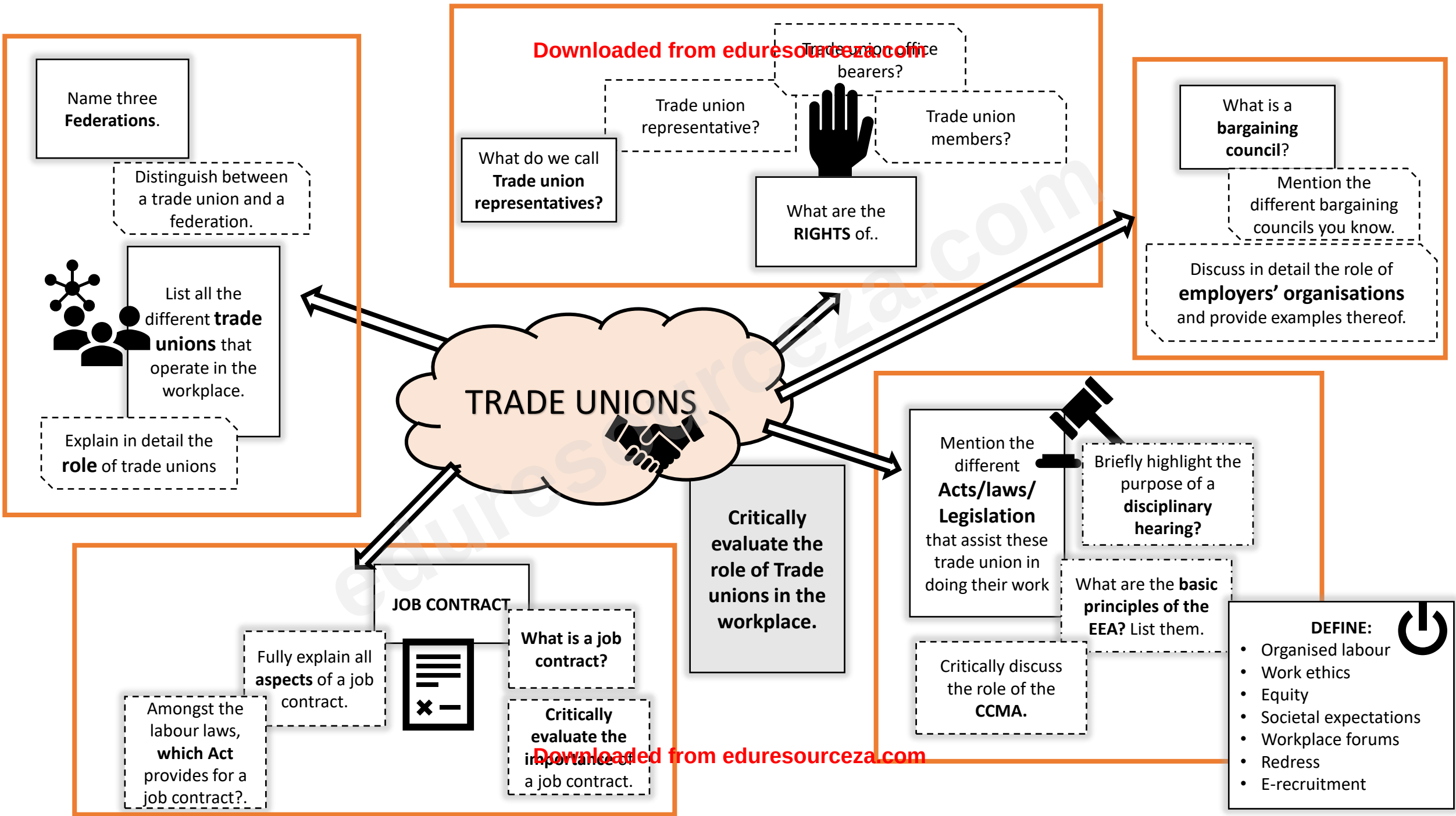
Life style Diseases	Name of disease (disease types)	Causes	Symptoms	Prevention	Care	Support	Help
Diseases of the heart (Cardiovascular Diseases)	Heart Attack	See Above	See Above	See Above	See Above	See Above	See Above
	Coronary Artery Disease	• Plaque on walls of arteries • Make them rigid and narrow • Restricts blood flow to heart muscle • “plaque” could rupture leading to heart attack	• Pain in chest • Nausea • Sweating • Shortness of breath	• Change diet • Lose weight • Check blood pressure	See previous page	See previous page	See previous page
Tuberculosis	Active disease • Latent Infection • (No Symptoms)	Caused by bacteria that spread from person to person through microscopic droplets released in air		• TB vaccine • Cough etiquette • Open doors/windows • Wash hands after sneezing/coughing	• Multi-drug treatment • Support • Eat healthy	• Doctor • Clinic • Family • friends	• Doctor • Clinic • Family • friends
	• TB Bacteria (Rapidly Multiplying) • (Active TB)		• Cough • Chest pain • Weight loss • Fever • Night sweat				

VIOLATION OF RIGHTS					
	WHICH RIGHT	WHICH ACT	WHICH COURT	WHAT CAN BUSINESS DO?	WHAT CAN WE DO?
XENOPHOBIA	Right to life Right to equality	Act 4 of 2000	Constitutional Court	Offer jobs Do “business” with them	Reintegrate displaced foreigners Punish Violence
UNFAIR DISMISSAL	Right to fair labour practice	Labour Relations Act 66 of 1995	Labour Court	Follow rules Be Fair	Follow rules Create awareness
HUMAN TRAFFICKING	Right to life Right to freedom of movement	Act 7 of 2013	Criminal Court	Educate employees Safe transport fort workers	Protecting victims Prosecution of traffickers
HIV/AIDS	Right to life (if you infected someone) Discrimination (Equality)	EEA Section 54(19)	Constitutional Court Labour Court	Provide a support work environment No discrimination	Create awareness Provide support
EXTREME DRUG RESISTANT TB	Right to life Right to be treated fairly	Labour relations Act EEA Section 54(19)	Same as Above	Same as Above	Same as Above



VIOLATION OF RIGHTS					
	WHICH RIGHT	WHICH ACT	WHICH COURT	WHAT CAN BUSINESS DO?	WHAT DO?
PHYSICAL ABUSE	Right to be protected Right to life	Domestic Violence Act 116 of 1998	Magistrates court High Court	Create awareness Report abuse	Create awareness Punish violence
DISCRIMINATION IN THE WORKPLACE	Right to Dignity Right to fair labour practice	LRA 66 of 1998	Labour Court	Be fair Follow Law Don't discriminate	Provide training Create awareness
LACK OF AMENITIES IN YOUR NEIGHBOURHOOD	Right to Human Dignity	Act 108 of 1996	Constitutional Court	Invest Money Improve communities	Deliver on promises Don't steal money
LACK OF SCHOOLS	Right to education	South African Schools Act of 1996	Constitutional Court	Invest Money Improve communities	Deliver on promises Don't steal money





- DEFINE:**
- Organised labour
 - Work ethics
 - Equity
 - Societal expectations
 - Workplace forums
 - Redress
 - E-recruitment

Trade Unions:

Downloaded from eduresourceza.com

3 Federations:

- Congress of South African Trade Unions (COSATU)
- The federation of Unions of South Africa (FEDUSA)
- National Council of Trade Unions (NACTU)

Distinguish between a trade union and federation:

- Trade unions are organisations that represent the interests of their members in the workplace. They participate in collective bargaining or negotiations with employers for, for example wage increase or improvements in workplace conditions
- A federation is a group of organisations that is made up of smaller groups such as groups of trade unions or groups of employers' organisations

Different trade unions: (A few Examples)

- Allied Workers and Transport Union (AWATU)
- Chemical, Wood and Allied Workers Union (WAWU)
- Communication Workers Union (CWU)
- Democratic Union of Security Workers (DUSW)
- Food and Allied Workers Union (FAWU)
- South African Democratic Teachers Union (SADTU)

Downloaded from eduresourceza.com

Trade Union Representative

- Called Shop Stewards
- There are full-time employees who have been elected by members of the trade unions

They have the right to:

- Assist and represent other employees in grievance and disciplinary proceedings
- Get special leave, if they are elected union office bearers for union activities, such as attending union conferences or training courses
- Check whether employers are keeping to the law in treatment of employees
- Get relevant information from the employer that will allow the representative to carry out his/her functions

Trade Union Office-bearers:

- Have right to:
 - Enter the workplace to recruit members and to communicate with them
 - Hold meetings with employees at their workplace, outside working hours

Trade union members are entitled to:

- Elect trade union representatives at their workplace
- Authorise the employer to deduct union subscriptions or levies

Bargaining Councils:

Downloaded from eduresourceza.com

- Represent employees and employers in different sectors. They make sure that all members follow agreements about wages, work conditions, training schemes. They help to prevent labour disputes

Different bargaining councils:

- Transnet Bargaining Council
- Bargaining Council for the New Tyre Manufacturing Industry
- General Public Service Sectoral Bargaining Council
- Role of Employer's Organisations
 - Play role in collective bargaining
 - Engage government and legislative bodies on national policies that affect different industries
 - Supply members with information on training and legal services
- Examples of Employer's Organisations"
 - Airline Associations of Southern Africa
 - Cape Engineers' and Founders Association
 - Collision Repairers Association (CRA)
 - Consolidated Employers Organisation
 - Garden Route Employers Association

Downloaded from eduresourceza.com

Definitions

Word	Meaning
Organised Labour	Is all the people in different industries who belong to a union/Trade unions are form of organised labour. Other forms included Employer's Organisations and Federations
Work Ethics	Rules of behaviour at work/show what is acceptable or good in the world of work (Workplace)
Equity	Fairness, equal opportunity and fair treatment
Societal Expectations	What people believe you should do or how you should behave
Workplace Forums	Committees of elected employees; they meet regularly with employers to discuss workplace issues
Redress	A way to correct or fix something that is wrong or unfair
E-recruitment	To recruit employees online (fill in an online application form) Submit CV online Complete some tests Write few paragraphs about yourself Make appointment for interview

Purpose of disciplinary hearings:

- Addresses employees misconduct in the workplace such as absenteeism, insubordination. There are strict rules and procedures for Disciplinary Hearings

Basic principles of EEA (EEA 55 of 1996)

- Promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice
- Regulate affirmative action so that people from designated groups, who have suitable qualifications are given opportunities for employment
- Designated groups: Africans, Coloureds, Indians, Women, disables of all races

Acts/laws that assist trade unions in doing their work

- Companies Act 71 of 2008
- Labour Relations Act 66 of 1995

Role of The Commission for Conciliation, Mediation and Arbitration (CCMA)

- Tries to settle arguments and disputes between employer's and employees, through negotiation and conciliation instead of strikes and going to court

Job Contract

- It is a contract between employee and employer. Sets out rights and responsibilities between the two parties which should include:
 - Job information
 - Compensation and benefits
 - Time off, sick days, vacation and leave policy
 - Employment period
 - Termination terms

Importance of Job Contract

- For the employees

Gives them security that they are working for a professional business that clearly defined its obligations

- Employer:

The employer is aware of their obligations and has agreed to comply with stated terms

Basic Conditions of Employment Act deals with contract

Definitions:

- a. change
- b. transition
- c. life cycle
- d. rites of passage
- e. change in
- f. circumstances

2. Content:

- Adapting to growth and change:
 - a. How will it affect me?
 - b. How will I deal with successes?
 - c. How will I deal with failures?
 - d. How will I deal with challenges?
 - e. How will I deal with disappointments?

3. Explain / discuss the transition between school and post-school destination by:

- showing an understanding of positive and negative aspects of change and
- investigating other views or insights regarding the life cycle and related traditional practices (rites of passages)

ADAPTING to CHANGE/POST SCHOOL DESTINATIONS

Downloaded from eduresourceza.com



PROBLEM SOLVING:

- You fall pregnant whilst writing your final matric examinations
- You have roommate problems or living away from home is too difficult
- You have a very difficult boss and you are not happy in your job – do not get on with colleagues
- Homesickness or missing friends who no longer live in the area
- You do not have enough money to get through
- You get poor grades or evaluations

Downloaded from eduresourceza.com

4. Reflect on Gr. 11 GOAL-SETTING SKILLS and explain how they can help you in the change between school and post school destination.

NB Concepts:

Values; problem-solving; decision-making organization; attitude; motivation; emotional intelligence

5. POST-SECONDARY SURVIVAL TIPS Explain alternative strategies to the following scenarios:

- You apply for a bursary / loan or to an institution but your application was not successful
- You do not qualify for a NSFAS bursary but your parents cannot afford to send you to study
- You fail Gr. 12 and you cannot do what you planned to do.
- You go to register where you have been accepted but other students are rowdy and disruptive
- One of your parents get very ill when you are finished writing exams and someone may need to stay home and care for them
- You have been accepted to an institution but start doubting whether it is the right field of study

PROBLEM SOLVING: always focus on the EMOTIONAL, SOCIAL and ECONOMIC impact of every scenario.

Adapting to Change/Post School Destinations

Downloaded from eduresourceza.com

Word	Definition
Change	To make or become different/an act or process through which something becomes different
Transition	The process, or a period of changing from one state or condition to another
Life Cycle	The series of changes that a living being goes through from beginning of its life until death
Rights of passage	A ceremony or event marking an important stage in someone's life especially birth, the transition from childhood, marriage and death
Change in circumstances	Refers to a significant change in the conditions that existed at the time of the order

Downloaded from eduresourceza.com

Transition between school and post-school destination

Downloaded from eduresourceza.com

Your post school destination is the place you will be going to after school. Your movement from school to your destination is called transition. There will be positive and negative changes:

Positive	Negative
Exciting	Causes stress
Can lead to better things	May make you feel unsure and insecure
Allows you to discover hidden potential	Fear of the unknown
Keeps your life interesting	Not always for the better
Can lead to personal growth	

- Plan what to do. Know what the changes will be and make a plan to deal with each aspect
- Think of previous changes in your life and how you coped with them
- Talk to somebody you trust
- List the good aspect of the change
- Avoid resisting change and face your fear of change
- Give yourself time to adjust to change

Downloaded from eduresourceza.com

Traditional practices:

Downloaded from eduresourceza.com

- Stages of development may be marked by ritual rites of passage
- Some examples of important stages in the life cycle are:
 - Birth
 - First year of school
 - Puberty
 - 18 years old
 - 21 years old
 - Graduation
 - Marriage
 - Grandparent
 - deaths

• Examples of rites of passage:

- Male circumcision (isiXhosa)
- Reed dance (isiZulu)
- Bat Mitzvah (Jewish)

Downloaded from eduresourceza.com

Goal Setting skills

Downloaded from eduresourceza.com

- A goal is something you try to achieve
- Goals are useful because
 - Give you direction of your future
 - Help you take charge
- There are three types of goals:
 - Small, medium and long term goals
- Goals must be SMART:
- Specific You know exactly what your goal is
- Measurable You can measure your progress
- Achievable You can attain this goal
- Realist You can achieve this goal
- Timely You can achieve this goal in a given time frame

Downloaded from eduresourceza.com

- Five-Step Method for planning and goal-settings:

Downloaded from eduresourceza.com

1. Write down your goal
2. Check to see if it is a SMART goal
3. Make an action plan to achieve your goal
4. Do it. Carry out your action plan
5. Evaluate if you have achieved your goal

Problem Solving Method:

1. Explain what the problem is about. Describe the problem
2. What information can help you to solve the problem?
3. Possible solutions
4. Possible effects of each solution
5. Choose the Best Solution

Downloaded from eduresourceza.com

Concepts

Concept:	Meaning
Values	Principles that help you to decide what is right and wrong
Problem Solving	The process of finding solutions to difficult or complex issues
Decision Making	The process of making important decisions
Attitude	A settled way of thinking or feeling about something
Motivation	A reason for acting or behaving in a particular way
Emotional intelligence	The capacity to be aware of, control and express one's emotions, and to handle interpersonal relationships empathetically Downloaded from eduresourceza.com

Definitions:

- a. TRADE UNIONS
- b. RIGHT TO STRIKE
- c. STRIKE PROCEDURE
- d. RIGHT TO PICKET
- e. RIGHT TO LOCK OUT
- f. BARGAINING
- g. BARGAINING COUNCIL
- h. WORKPLACE FORUM
- i. SECTORAL DETERMINATION

TRADE UNIONS

- a. MANUFACTURING
- b. METAL WORKERS
- c. NURSES
- d. TEACHERS
- e. POLICE
- f. MINE WORKERS

The LAW:

- A. That governs trade union activities I...
- B. STIPULATIONS for trade union activities
- C. STIPULATIONS on strikes and lock outs

GROUNDING FOR DISMISSAL

-
-
-

RIGHTS OF T/U OFFICE BEARERS:

-
-
-
-

RIGHTS OF EMPLOYEES:

-
-
- oa**
-

RIGHTS OF EMPLOYERS

-
-
-
-

RIGHTS DURING A DIPUTE

-
-
-
-

Downloaded from eduresourceza.com

TRADE UNIONS



OTHER CONCEPTS:

- A. DISPUTE**
B. DISPUTE RESOLUTION
C. DISCIPLINARY HEARING
D. CCMA

FUNCTIONS OF TRADE UNIONS:

- A.**
B.
C.
D.

DUTIES OF TRADE UNIONS:

- A.
B.
C.
D.

DISMISSAL PROCEDURE:

-
-
-
-

Downloaded from eduresourceza.com

Trade unions:

Downloaded from eduresourceza.com

Definition	Meaning
Trade Unions	An organized association of workers in a trade or profession, formed to protect and further their rights and interests
Right to strike	Legal right of employees to stop working if they have a good reason for it
Strike procedure	Issue in dispute should be referred for conciliation to a bargaining council with jurisdiction or to the CCMA Required notice of intended strike action be given to the other party (Timeframe to be followed)
Right to picket	Unionized workers (called pickets) who either are on, or trying to gather support for a strike by assembling near the entrance to the employer's premises
Right to lock out	May be utilised by the employer in an offensive or defensive manner Offensive: lock employees out in response to a dispute of mutual interest Defensive: in response to a strike engaged by its employees

Downloaded from eduresourceza.com

Trade unions:

Downloaded from eduresourceza.com

Definition	Meaning
Bargaining	Negotiate the terms and conditions of a transaction
Bargaining Council	Must be registered with the Department of Labour and comprise one or more registered trade unions and employer organisations
Workplace forums	Committees of employees elected by employees in a workplace. They meet on a regular basis for consultation on workplace issues
Sectoral Determination	Cancel or suspend any provision of sectoral determination, either in the sector and area as a whole or in part

Downloaded from eduresourceza.com

Trade unions:

Type of Industry	Name of Trade Union
Manufacturing	Food and Allied Workers Union
Metal Workers	National Union of Metalworkers of South Africa (NUMSA)
Nurses	Young Nurses Indaba Trade Union
Teachers	South African Democratic Teachers Union (SADTU)
Police	South African Police Union (SAPU)
Mineworkers	NUMSA
Labour Relations Act govern Trade Union activities	
Labour Relations Act stipulates strikes and lock-outs	
Dispute	A disagreement or argument
Dispute resolution	Resolving differences between two or more parties

Dismissal procedure

- Conduct an investigation to determine whether there is proof of suspected misconduct
- Make clear charges
- Give reasonable notice of the disciplinary hearing. At least 48 hours before hearing
- Provide employee with opportunity to respond to suspected misconduct at hearing
- Grant employee right of representation by his/her Trade Union
- Provide employee opportunity to provide evidence in aggravation
- Provide employee with chairperson's decision, preferably in writing

Grounds for Dismissal

Downloaded from eduresourceza.com

1. Conduct of employee
2. Capacity of employee
3. Operational requirements

Rights during a dispute:

- A copy of dispute is received in writing
- To have a Union representative present
- Any times and dates of meetings are given well in advance

Downloaded from eduresourceza.com

Rights of employers:

- To participate in forming an employer's organisation or federation
- To join an employer's organisation
- Participate in lawful activities

Rights of employees:

- To participate in forming a Trade Union or Federation
- Join a Trade Union (subject to constitution)
- To participate in lawful activities
- To stand for election

Rights of Trade Union office-bearers

- Is entitled to enter the employer's premises in order to recruit members or communicate with members
- Hold meetings with members on employer's premises outside working hours

APPLICATIONS FOR HEIs OR JOBS

Definitions:

- a. JOB APPLICATION
- b.
- c.
- d.

COURSE APPLICATION

- a. Where
- b. When
- c. How

JOB APPLICATION

- a. Where
- b. When
- c. How

WHAT COULD GO WRONG? OPTIONS?

- a.
- b.
- c.
- d.

LOCATE WORK OPPORTUNITIES:

- a.
- b.
- c.
- d.

Determine requirements for acceptance and possible challenges
- Strategies to achieve goals

- A.
- B.
- C.
- D.

Determine - Strategies to achieve goals

How to deal with disappointments/ consider other options:

- a.
- b.
- c.
- d.

LOCATE STUDY OPPORTUNITIES

- a.
- b.
- c.
- d.



Applications for Higher Education Institutions (HEI)

- Job application:

Is the official form that employers ask all applicants for a position to fill out. It is a listing of your job applicants employment history, educational background such as degrees, qualifications and previous/current employer references

APPLICATIONS FUNDING AND ACCOMMODATION

Definitions:

- a. NSFAS
- b. LOAN
- c. BURSARY
- d. MERIT BURSARY
- e. SCHOLARSHIP

APPLICATION

- a. Where
- b. When
- c. How

UNIVERSITY ACCOMMODATION APPLICATION

- a. Where
- b. When
- c. How

WHAT COULD GO WRONG? OPTIONS?

- a.
- b.
- c.
- d.



LOCATE WORK OPPORTUNITIES:

- a.
- b.
- c.
- d.

- A.
- B.
- C.
- D.

Determine - Strategies to achieve goals

How to deal with disappointments/ consider other options:

- a.
- b.
- c.
- d.

LOCATE STUDY OPPORTUNITIES

- a.
- b.
- c.
- d.

Applications: Funding and Accommodation

Definitions	Meaning
NSFAS	The National Student Financial Aid Scheme is the government student bursary and loan scheme that receives its funding budget from and reports to the Department of Higher Education and Training
Loan	Money that is borrowed and expected to be paid back with interest
Bursary	Is a sum of money which is given to someone to allow them to study at in a college or university
Merit Bursary	An academic merit bursary based on the achievements of a student in a particular course and is associated with the tuition fees that are applicable to that course
Scholarship	Is an award of financial aid for a student to further their education. The money is not required to be repaid

Strategies to achieve goals

- Write it down
- Find a mentor
- Develop milestones
- Create deadlines
- Learn from experience

How to deal with disappointment:

- Let your feelings out
- Put your problems in perspective
- Take some time to heal
- Take some time to reflect on what you can learn from your situation
- Adjust your expectations
- Do your best to see the silver

How to find job opportunities

- Networking
- Referrals
- Career websites
- Job fairs
- Company websites
- Recruitment agencies
- Internships
- Volunteerism

IN THE WORK PLACE – recruitment

Downloaded from eduresourceza.com

	WHAT IS IT?	WHAT IS ITS PURPOSE?
UIF	Unemployment Insurance Fund	Gives short term relief to workers when they become unemployed or unable to work because of maternity, adaption, illness
RECRUITMENT	The action of enlisting new people/members	Refers to the overall process of attracting, shortlisting, selecting and appointing suitable candidates for jobs
SHORTLISTING	Put someone on a shortlist	A reduced list of candidates for some situation that been cut down from a larger list
DISCIPLINARY PROCEDURE		• Verbal warning • Written warning • Employee suspension and Improvement plan • Termination
EMPLOYMENT	Is a relationship between two parties usually based on a contract, where work is paid for	Income, stability of economy, lower unemployment rate
INTERVIEW	A conversation where questions are asked and answers given	Shows the employer what you can do for the company and gives you an opportunity to assess whether your qualification and career ambitions align with the position

Downloaded from eduresourceza.com

Definitions:

- a. FITNESS
- b. CARDIO-VASCULAR FITNESS
- c. CARDIO RESPIRATORY FITNESS
- d. FLEXIBILITY
- e. ENDURANCE
- f. WARM UP EXERCISES
- g. COOL DOWN EXERCISES

WHY IS IT IMPORTANT TO WARM UP AND COOL DOWN?

- a.
- b.
- c.
- d.

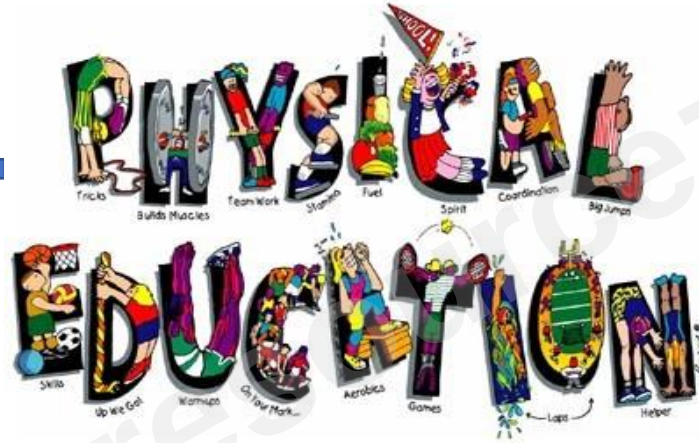
BENEFITS OF EXERCISING:

- a. social
- b. physical
- c. emotional

WHAT IS MEANT BY FAIR SPORTS?

- a.
- b.
- c.
- d.

PHYSICAL EDUCATION AND SPORTING PERSONALITIES



HOW DO SPORTING PERSONALITIES INFLUENCE THE YOUTH (positive and negative):

- A.
- B.
- C.
- D.

Why is cheating in sports unethical?:

- A.
- B.
- C.
- D.
- E.
- F.

- a.
- b.
- c.
- d.

HOW DOES THE MEDIA COVER SPORTS ACROSS GENDERS?:

- a.
- b.
- c.
- d.

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Physical Education and Sporting personalities

Keyword	Meaning
Fitness	The condition of being physically fit and healthy
Cardio-Vascular Fitness	Is the ability of the heart and lungs to supply oxygen-rich blood to the working muscle tissues and the ability of the muscles to use oxygen to produce energy
Cardio Respiratory Fitness	Is the ability of the body's circulatory and respiratory system to supply fuel and oxygen during sustained physical activity
Flexibility	The range of motion in a joint or a group of joints or the ability to move joints effectively through a complete range of motion (yoga)
Endurance	The ability to exercise continuously for extended periods without tiring
Warm-up Exercise	Preparatory exercises done to warm up muscles
Cool-down Exercises	Is an easy exercise done after a more intense activity to allow the body to gradually transition to a resting state

Why is it important to warm up and cool down?

- Warm up:
 - Reduce muscle soreness
 - Lessen risk of injury
- Cooling down:
 - Gradual recovery of pre-exercise heart rate and blood pressure

Benefits of exercising

Social	Physical	Emotional
• Make and keep friends • Prevents loneliness • Decreases absenteeism from work • Improves teamwork and leadership skills • Promotes spirit of co-operation	• Stronger bones • Reduced risk of heart attack and stroke • Prevents diabetes • Prevention of cancers • Improved general health and fitness	• Feelings of self-worth improve • Relaxation-reduces stress • Feel good about yourself • Prevents depression • Prevents stress • Personal satisfaction

What is meant by fair sports?

- No cheating/bribery
- Treating everyone fairly
- Treating everyone equally and impartially
- No using of “drugs” (legal and illegal)
- Everyone to follow rules

How does the media cover sports across genders:

- Little or no coverage given to women sports
- There is a misconception that women sports are not interesting
- Gender transformation in the executive ranks on sports administration remains slow
- Media cover mostly male prominent sport codes e.g. soccer, rugby, cricket

How to sporting personalities influence YOU

Positive	Negative
• Motivate youth to exercise • When they motivate the youth to do community work • When they send positive reinforcing messages to the youth such as “Real men don’t hit women”	• When they “cheat” • When they use substances • Whey drunk driving
Why is cheating in sports unethical?	
• Give unfair advantage • Give sport/the game a bad name • Money is lost e.g. sponsor, match fees • Destroy the sportsmanship	

Definitions:

- a. MEDIA
- b. SOCIAL MEDIA
- c. FREEDOM OF EXPRESSION
- d. FREEDOM OF SPEECH
- e. MEDIA CENSORING
- f. PAPARAZZI
- g. SENSATIONALISM
- h. RECREATION

DIFFERENT KINDS OF MEDIA

- a.
- b.
- c.
- d.

DUTIES OF THE MEDIA:

- a.
- b.
- c.

RIGHTS OF THE MEDIA?

- a.
- b.
- c.
- d.

LIMITATIONS OF THE MEDIA?:

- a.
- b.
- c.
- d.

Extent to which media reporting reflects a democratic society :

- a. topics covered,
- b. positions taken by editors,
- c. media owned and controlled
- d. geographical distribution

Coverage of sport, sports personalities and recreation activities

- a.
- b.
- c.
- d.

Coverage of recreation activities/benefits of recreation

- a.
- b.
- c.
- d.

Coverage of sport, A.

- B.
- C.
- D.

Coverage of sports personalities (positives and negatives)

- A.
- B.
- C.
- D.
- E.
- F.

Critical analysis of media and campaigns

- a.
- b.
- c.
- d.

THE ROLE OF THE MEDIA IN A DEMOCRATIC SOCIETY



Downloaded from eduresourceza.com

Downloaded from eduresourceza.com

The role of the Media in a democratic society

Downloaded from eduresourceza.com

Word	Meaning
Media	In general “media” refers to various means of communications for example tv, radio, newspaper, internet
Social media	Forms of electronic communication such as websites for social networking/through which users create online communities to share information, ideas, personal messages and other content
Freedom of expression	The power or right to express one’s opinions without censorship, restraint or legal penalty
Freedom of speech	Same as above
Media censoring	Censorship is the suppression of speech, public communication or other information, on the basis that such material is considered harmful, sensitive or “inconvenient” as determined by a government or private institution
Paparazzi	Photographers who follow people everywhere they go in order to take photographs of them they can sell to a newspaper
Sensationalism	The presentation of stories in a way that is intended to provoke public interest or excitement, at the expense of accuracy
Recreation	Activity done for enjoyment when one is not working

Downloaded from eduresourceza.com

Different kinds of

- Print
 - Books
 - Magazines
 - Newspapers
- Electronic
 - Internet
 - TV
 - Social Network



Duties of the Media

- Expose violations of human rights
- Report on unlawful activities e.g. court cases
- Expose corruption and mismanagement
- Communicate, inform and educate
- Entertain
- Give political information that can inform voters
- Promote debate and discussion
- Give publicity to people who are inspiring

Rights of the Media

- Section 16 of the Bill of Rights states:

Everyone has the right to freedom of expression, which includes:

- Freedom of the press and other media
- Freedom to receive and impart information or ideas
- Academic freedom
- Freedom of scientific research

Limitations of the Media

- The right in subsection (1) does not include:
- Propaganda for war
- Incitement of imminent violence
- Advocacy of hatred that is based on race, ethnicity, gender or religion
- Incitement to cause harm

Extent to which media reporting reflects a democratic society

Topics covered

- Newspaper editors, radio station managers and TV bosses choose the topics to cover and the time or space allocated to each story. These people do not have necessarily have neutral opinions. Many of them are guided mainly by commercial interests. The first question they would usually ask is : “will this sell my newspaper?”

Positions taken up by editors

- Editors of newspapers and magazines have a lot of power because apart from the allocation of topics, space and content they can also express opinions in editorials
- It is mostly used for good
- It reflects the position of the editor and how the editor feels about an issue or event
- The editor’s position can also be seen from the type of content allowed, space allocated to focus of the news reports

Space Allocated

- Space is not only about how big an item is, but is also, for example, which page is appears on in a newspaper or magazine, how much time is given to in a TV broadcast
- Topical or current events are allocated more space

Geographical distribution

Downloaded from eduresourceza.com

- The accessibility of information for different groups in South Africa is not equal. People in deep rural areas may not have access to newspapers, tv or cell phone coverage
- People in rural areas may be limited to listening only to local radio stations
- Poor people may not be able to afford newspapers
- There are still large number of people in SA who can't read, so radio and TV are the easiest means for them to access information. These media may not always be affordable

Downloaded from eduresourceza.com

Critical analysis of media and campaigns

- Campaigns are movements, drive or crusades that push, fight or advocate for an issue
- Some campaigns are not helpful, for example where some of the media start a campaign to humiliate a politician or celebrity for personal reasons
- Some campaigns are useful, necessary and contribute to a democratic society, for example, Equal Education's campaign for libraries for all schools and Mandela Day Campaign

Coverage of sport, sport personalities and recreational activities

- Coverage of sport, sport personalities and recreational activities' varies in the media
- The media tend to focus on the so-called big 5 sports in South Africa: Men's soccer, rugby, cricket, golf and motor racing
- Sports such as netball, women's soccer, hockey, table tennis, indigenous games are often under-reported
- Media do not report equally on famous sportsmen and sportswomen
- Women are often referred to in sexist terms as "girls" whereas men are referred to as "men"
- Women are often described in terms of how attractive they are not how well they perform on the field.

MEDIA PERSONALITIES



Coverage of sports personalities

Positive	Negatives
When famous sports star gives back to communities	Focus on gossip or scandal of personal life instead on game e.g. Tiger Woods,
Teaches kids	Caster Semenya – lots of negative talk about how she looks/her partner instead of her races
Donates to schools	



Definitions:

- a. LABOUR LAW
- b. LABOUR RELATIONS ACT (LRA)
- c. BASIC CONDITIONS OF EMPLOYMENT ACT (BCEA)
- d. EMPLOYMENT EQUITY ACT (EEA)
- e. SKILLS DEVELOPMENT ACT

PURPOSE OF LRA:

- a.
- b.
- c.
- d.

PURPOSE OF BCEA:

- a.
- b.
- c.
- d.

PURPOSE OF BCEA:

- a.
- b.
- c.
- d.

PURPOSE OF SKILLS DEV ACT:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

LABOUR LAWS



Read the scenario. Choose the relevant Labour Law and indicate the right or protection that it grants

SCENARIO 1:

Mpho has been dismissed due to participation in a protected strike.

SCENARIO 2:

Lerato worked on the 16th June and the employer paid normal day rate.

SCENARIO 3:

John has been demoted because he is HIV positive.

SCENARIO 4:

Linda has been suspended because she is pregnant.

SCENARIO 5:

Mario has been denied a promotion because he is a white male.

Downloaded from eduresourceza.com

Labour Laws

Downloaded from eduresourceza.com

Keyword	Meaning
Labour Law	Regulates the relationship between employers, employees and trade unions in the Republic of South Africa
Labour Relations Act (LRA)	Act 66 of 1995 aims to promote economic development, social justice, labour peace and democracy in the workplace
Basic Conditions of Employment Act (BCEA)	Act 75 of 1997. Amended in 2002. Makes rules and regulations about the right to fair labour practices and making provision for the regulation of basic conditions of employment
Employment Equity Act (EEA)	Act 55 of 1998. Purpose is to achieve equity in the workplace by promoting equal opportunity and fair treatment in employment through elimination of unfair discrimination and implement affirmative action measures to redress the disadvantages in employment experienced by designated groups
Skills Development Act	The purpose is to develop the skills of the South African workforce, to improve the quality of life of workers, their prospects of work, to improve productivity in the workplace, promote self-employment

Downloaded from eduresourceza.com

Purpose of Labour Relations Act (LRA)

- Makes rules for the relationships between employer and employees; employer or employers' organisations and a trade union; and employee and a trade union
- Promotes employee rights to fair labour practices; to form and join trade unions and employer's organisations, to organise and bargain collectively, to participate in decision-making through workplace forums and to strikes and lock-outs
- Expects employers and employees to try to settle arguments and disputes through negotiation and conciliation instead of strikes and going to court
- Establishes the CCMA which plays a critical role in sorting out disputes and providing advice, and the Labour Court and the Labour of Appeal Court to decide matters related to LRA
- Does not apply to members of the National Defence Force, National Intelligence Agency, South African Secret Service, limited when comes to domestic workers

Purpose of Employment Equity Act (EEA)

- Promote equal opportunity in the workplace by eliminating unfair discrimination in any employment policy or practice
- Regulate affirmative action so that people from designated groups: African, Coloured, Indians, Women and disabled of all races who have suitable qualifications are given opportunities for employment

The Basic Conditions of Employment Act (BCEA)

- Employers must give their employees details of their employment in writing, in the form of an employment contract.
- The following must be included in a job contract:
 - Job description
 - Hours of work
 - Payment
 - Deduction
 - Overtime
 - Overtime rate
 - Working hours
 - Leave
 - Termination
- It is against the law to employ a child under the age of 15, except for children in the performing Arts
- Employees have duties and responsibilities towards their employers (don't take sick leave when you are not sick)

Purpose of Skills Development Act

- Develop the skills of the South African Workforce
- Improve quality of life of workers and their prospect of work
- Improve productivity in the workplace
- Promote self employment

HUMAN RIGHTS VIOLATIONS AND DISCRIMINATION

Downloaded from eduresourceza.com



Definitions:

- a. HUMAN RIGHTS
- b. HUMAN RIGHTS VIOLATIONS
- c. DISCRIMINATION
- d. HUMAN RIGHTS CAMPAIGNS
- e. CAMPAIGN

WHY IS PHYSICAL ABUSE A HUMAN RIGHTS VIOLATION?

- a.
- b.
- c.
- d.

WHICH HUMAN RIGHTS ARE BEING INFRINGED UPON?

- a.
- b.
- c.
- d.

HOW DOES THIS IMPACT ON THE VICTIM ?:

- a.
- b.
- c.
- d.

HOW DOES THIS IMPACT ON THE SOCIETY ?:

- a.
- b.
- c.
- d.

WHAT IS YOUR POSITION REGARDING HUMAN RIGHTS VIOLATIONS?:

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Research the “Not in my name” campaign in SA and complete the table below:

BACKGROUND:

PURPOSE OF THE CAMPAIGN:

ACTIVITIES CONDUCTED (where, when, etc.)

ACHIEVEMENTS.

WHERE CAN U GET HELP FOR HUMAN RIGHTS VIOLATIONS?

- NAME THE ORGANISATION
- ITS OBJECTIVES
- TELEPHONE NUMBER/WEBSITE ADDRESS

Human Rights Violations and Discrimination

Key Word	Definition:
Human Rights	A right which is believed to belong to every person
Human Rights Violations	Violation is often used to describe an action that disregards an agreement or basic right A situation whereby your rights as a person are not regarded and are overlooked
Discrimination	The unjust or prejudicial treatment of different categories of people especially on the grounds of race, age or sex
Human Rights Campaigns	An organised course of action the violation of human rights
Campaign	A campaign is a planned set of activities that people carry out over a period of time in order to achieve something as social or political change

Why is physical abuse Human Rights Violation?

Downloaded from eduresourceza.com

- Takes away right to be protected
- Your dignity is taken away
- Not treated equally
- Life is threatened

Which Human Rights are being infringed upon?

- Right to protected
- Right to dignity
- Right to life
- Right to equality

How does this impact on the victim?

- Physical – Broken Bones, injury, death
- Emotional – Stress, depressed, traumatised
- Sexual – STI, HIV, Pregnancy
- Economically – Might lose job/income

How does it impact on the society?

- Society (community) might live in fear
- Might be judgemental
- Might attack/kill perpetrator
- Might bring the community closer

Downloaded from eduresourceza.com

“Not in my name” Campaign

Downloaded from eduresourceza.com

Background: The Not in My Name movement was started by a small group of concerned citizens, that aims to reach out to men to come forward and be the voice of change. Siyabulela Jentile (founder of the movement) said that women do not violate themselves

Purpose of campaign:

- It is important for men to stand up and speak about Gender Based Violence
- We create space where men can show emotions and find masculinity that has been misplaced
- We are trying to socially reconstruct what it means to be a real man
- If the Not in My Name Movement was founded by women, it was not going to have the same effect

Activities:

- In August 2017, the members came in support of singer Cici, following her alleged assault at the hands of a former boyfriend
- In November 2017 a show of support for Mandisa Zuma, who was assaulted by former Deputy Minister of Higher Education, Mduduzi Manana
- May 2017, a march against Women abuse

Achievements:

- Raised/raising awareness of crimes against women
- Supported women who were abused
- Got men involved
- Took a stand against Gender based Violence

Downloaded from eduresourceza.com

Where can you get help?

Brothers for Life

- A social and well-being movement aimed at mobilising men to take responsibility for their own health
- 012 366 9300 / 011 083 8764
- www.brothersforlife.org
- Address
- 1277 Mike Crawford Avenue
- Centurion

- Childline:
- Is an effective non-profit organization that works collectively to protect children from all forms of violence
- 08000 55555
- www.childlinesa.org.za

People Opposing Women Abuse (POWA)

- Create a society that does not tolerate violence against women
- 011 642 4345
- info@powa.co.za
- Mitchell St
- Berea

Definitions:

- a. SOCIAL JUSTICE
- b. ENVIRONMENTAL JUSTICE
- c. SOCIAL RESPONSIBILITY
- d. SOCIAL FACTORS
- e. ECONOMIC FACTORS
- f. ENVIRONMENTAL FACTORS

VARIOUS SOCIAL AND ENVIRONMENTAL ISSUES

- a. POTHOLES
- b. DUMPING
- c. POOR SERVICE DELIVERY
- d. LOAD SHEDDING
- e. DROUGHT

CAUSES OF ABOVE:

- a.
- b.
- c.
- d.
- e.

IMPACT OF ABOVE

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com
SAFE ENVIRONMENTS



WHAT CAN YOUR COMMUNITY DO IN EACH SITUATION?:

- A.
- B.
- C.
- D.
- E.

WHAT CAN BUSINESS DO IN EACH SITUATION?:

- A.
- B.
- C.
- D.
- E.

WHAT CAN each level of GOVERNMENT DO IN EACH SITUATION?:

- a.
- b.
- c.
- d.

WHAT CAN YOU DO IN EACH SITUATION

- a.
- b.
- c.
- d.

Downloaded from eduresourceza.com

Safe Environments

Downloaded from eduresourceza.com

Keyword	Definition
Social Justice	Justice in terms of the distribution wealth, opportunities and privileges within a society
Environmental Justice	Is the fair treatment and meaningful involvement of all people regardless of race, colour, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies
Social Responsibility	Is an ethical theory in which individuals/businesses are accountable for fulfilling their civic duty; the actions of an individual/business must benefit the whole society. In this way, there must be a balance between economic growth and the welfare of society
Social Factors	Are things that affect lifestyle such as religion, family or wealth. These things can change over time
Economic Factors	Various economic factors need to be taken into account when determining the current and expected future value of a business r investment portfolio. For a business, key economic factors include labour costs, interest rates, government policy, taxes and management
Environmental Factors	Or Ecological factors, are any factor abiotic or biotic that influences living organisation Abiotic: Include amount of sunlight and ph. of water soil Biotic: Availability of food organisms, presence of predators

Downloaded from eduresourceza.com

Social and Environmental issues

Downloaded from eduresourceza.com

Issue	Explanation
Potholes	A hole in a road surface that results from gradual damage caused by traffic and/or weather
Dumping	Dispose of rubbish, waste – typically in a careless or hurried way
Poor Service Delivery	Not receiving the level of services you are paying for (taxes) or are entitled to (basic human rights) – services is inadequate
Load shedding	Action to reduce the load on something, especially the interruption of an electricity supply to avoid excessive loads on the generating plant
Drought	A prolonged period of abnormally low rainfall, leading to a shortage of water

Downloaded from eduresourceza.com

	Causes	Impact	What can you do?	What can the community can do?	What can business do?	What can each level of government do?
Potholes	Water Pressure caused by vehicles	Damage to cars Accidents Road closure Deaths Costs money	Report potholes Be aware Fix it after reported	Report Fix it	Report Fix it	National: Fix Provincial Fix Local: Fix
Dumping	High level of waste production Avoidance of disposal fees	Damages the environment Contaminating groundwater Effects tourism Health risks	Don't dump illegally recycle Reporting dumping	Report illegal dumping Have clean-ups	Don't dump illegally Educate employees to Reduce and Reuse	N: Introduce stricter laws P: Follow through on laws L: Clean areas
Poor service delivery	- Corruption - Lack of planning - Insufficient funds	- Increase level of crime - Increase poverty - Increase strikes	- Report - Create awareness - Volunteer	- Report - Create awareness - Volunteer	- Recycle - Create awareness - Train workforce	N Deliver on promises P: Deliver on promises L: Deliver on promises

	Causes	Impact	What can you do?	What can the community can do?	What can business do?	What can each level of government do?
Load shedding	• Not enough electricity available to meet demand • Cold weather/high demand	• Traffic light disruption • Shops close • Impact on economy	• Be prepared • Use electricity sparingly	• Be prepared • Use electricity sparingly	• Be prepared • Use electricity sparingly	N: Fix power plants P: Maintain power plants L: Maintain power plants
Drought	• Land and water temperatures • Weather patterns • Soil moisture levels • Supply and demand of water	• People, plants and animals die • Food and supply shrink	• Use water sparingly • Save water • Create awareness	• Use water sparingly • Save water • Create awareness	• Use water sparingly • Save water • Create awareness	N: Create laws P: Come up with strategies L: Maintain pipes

Definitions:

- a. STRESS
- b. STRESSORS
- c. NEGATIVE STRESS
- d. POSITIVE STRESS
- e. DETRIMENTAL RELATIONSHIPS
- f. STRESS MANAGEMENT

DIFFERENT STRESSORS

- a.
- b.
- c.
- d.
- e.

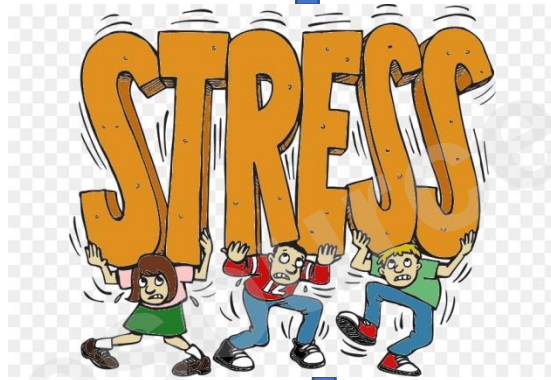
CAUSES OF STRESS:

- a.
- b.
- c.
- d.
- e.

STRESS MANAGEMENT TECHNIQUE

- a.
- b.
- c.
- d.

STRESS, RELATIONSHIPS AND COMMUNICATION



**FACTORS THAT CONTRIBUTE TO
DETRIMENTAL RELATIONSHIPS:**

- A.
- B.
- C.
- D.
- E.
- F.

**FACTORS THAT LEAD TO GOOD
COMMUNICATION:**

- A.
- B.
- C.
- D.
- E.
- F.

SYMPTOMS OF STRESS:

- a.
- b.
- c.
- d.

WHERE TO GET HELP?

- a.
- b.
- c.
- d.

Stress relationships and communication

Downloaded from eduresourceza.com

Keyword	Definition
Stress	Is a reaction caused by ongoing, increasing or new pressures or demands Hans Selye 1936 defined it as “the non-specific response of the body to any demand for change.”
Stressors	Things (stimulus) that cause stress or pressure
Negative stress	Stress that a person feels they cannot handle. If you are in stressful situations for too long and too often, you release too much adrenaline, which can be harmful. This type of stress is called distress
Positive stress	Positive or good stress is called eustress. Eustress is good for you as it can motivate you, encourage you and make you push yourself
Detrimental Relationships	A “harmful” relationship
Stress Management	Wide spectrum of techniques aimed at controlling a person’s level of stress

Downloaded from eduresourceza.com

Different Stressors

Downloaded from eduresourceza.com

Stressor	
Physical	• Lack of physical exercise • Illness • Overtiredness • Unhealthy lifestyle choices
Emotional	• Reactions to life crises • Your personality • Image of yourself • Pain from broken relationship • Disappointment
Psycho-Spiritual	• A crisis of value • Misalignment with one's core spiritual beliefs
Psycho(social)	• Lack of social support • Lack of resources • Isolation
Environmental	• Pollution • Natural disasters • Dangerous environments • Harmful living conditions

Downloaded from eduresourceza.com

Causes of stress:

Downloaded from eduresourceza.com

- Death of a loved one
- Divorce
- Loss of a job
- Increase in financial obligations
- Getting married
- Moving to a new home
- Chronic illness or injury
- Emotional problems (depression, anger, grief)
- Traumatic event
- Worrying about things
- Fear and uncertainty
- Unrealistic expectations
- change

Downloaded from eduresourceza.com

Stress Management Technique

Downloaded from eduresourceza.com

- Coping mechanisms are the ways you act, think or behave to help you deal with stress. Not all coping mechanism are helpful, like drinking alcohol
- Management techniques are ways in which you control the stress in your life and the methods you use to prevent stress such as managing your time. Some examples of stress management methods/techniques:
 - Identify stressors and assess stress levels
 - Follow a balanced lifestyle
 - Make time for physical exercise, recreation
 - Balanced nutrition
 - Laughter
 - Time management
 - Keep a positive attitude
 - Learn to say no
 - Seek out social support

Downloaded from eduresourceza.com

Symptoms of stress:

Downloaded from eduresourceza.com

Emotional:

- Easily agitated, frustrated, moody
- Feeling overwhelmed
- Having difficulty relaxing
- Low self-esteem
- Avoiding others

Physical Symptoms:

- Low energy
- Headaches
- Diarrhoea
- Rapid heart beat
- Insomnia
- Frequent colds
- Dry mouth
- Grinding teeth

Cognitive Symptoms:

- Worrying
- Racing thoughts
- Forgetfulness
- Inability to focus
- Poor judgment

Behavioural Symptoms:

- Changes in appetite
- Procrastinating
- Increased use of substances
- Exhibiting more nervous behaviour

Downloaded from eduresourceza.com

Where to get help?

- South African Depression and Anxiety Group www.sadag.org
- Life Mental Health /Life Poortview; Kensington
- Lifeline 0861 322 3221
- Akeso Clinics www.akeso.co.za
- Speak to parents, church, family and friends

Factors that contribute to detrimental relationships

- Financial well-being of a family
- Lack of communication
- Jealousy
- Unrealistic expectations
- Being self-centred
- Insecurities
- Inability to trust each other being dishonest

Factors that lead to good communication

- There are many factors such as:
 - Personality
 - Attitudes and values
 - Acceptance of responsibilities
 - Appropriate expression of views and feelings
 - Respect for the feelings of others
- Some other factors:
 - Active listening
 - Observing non-verbal actions or reactions
 - Considering the type of audience

Education:

Downloaded from eduresourceza.com

Definitions:

South African Qualification Authority (SAQA):

- The SAQA is responsible for establishing and maintaining quality within the higher education and training sector. It is a legal entity with a board consisting of members (professionals) from the business, labour, education training sectors. The board is appointed by the Minister of Higher Education and Training

National Qualifications Framework (NQF):

- The NQF is a framework. It sets the boundaries, principles and guidelines which provide a vision, a philosophical base and an organisational structure for the construction of a qualification system

Council on Higher Education (CHE):

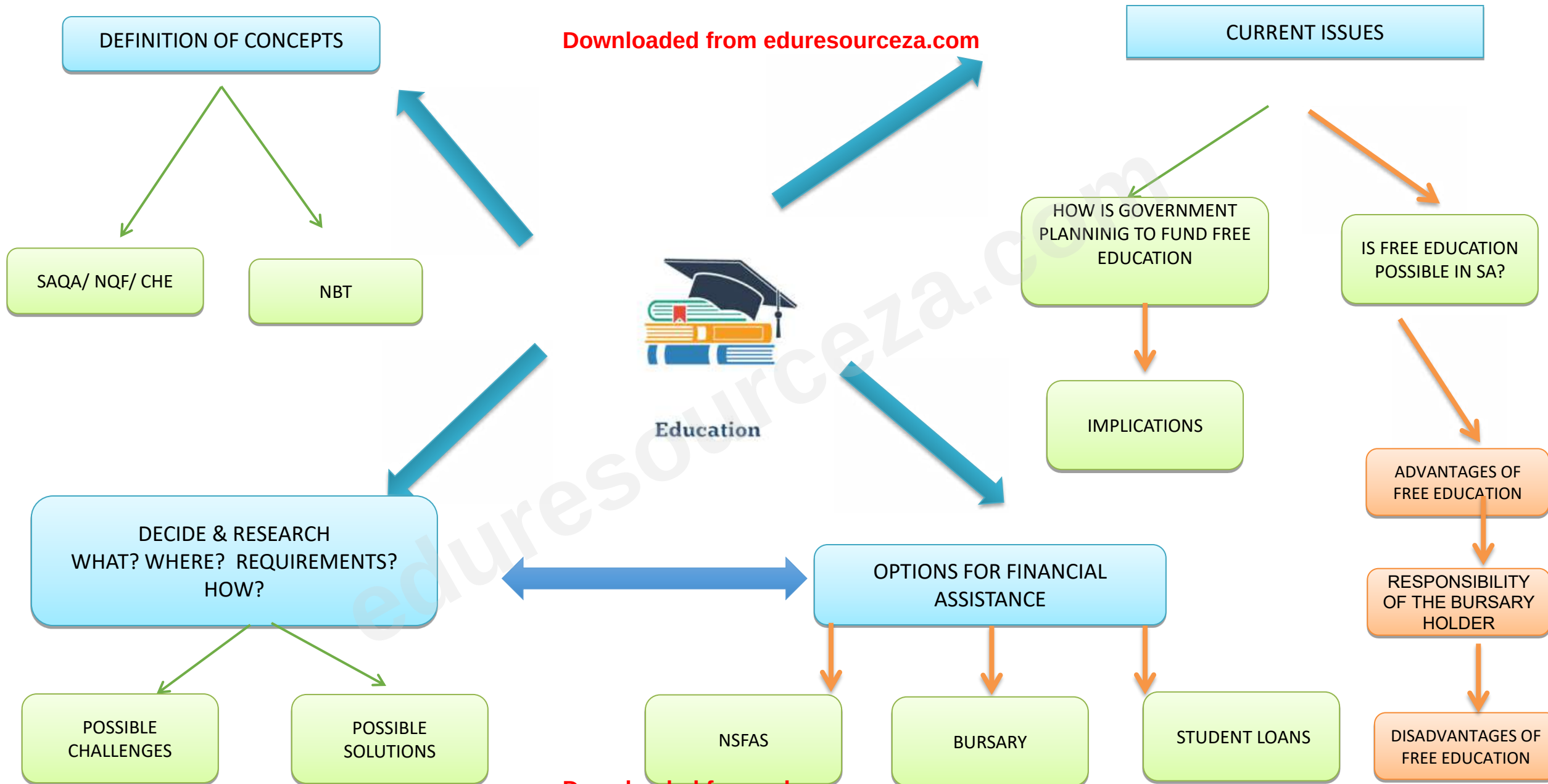
- The Council is responsible for the accreditation of public and private higher education institution's learning programmes leading to qualifications registered on the NQF and registered by the Department of Higher Education and Training

Downloaded from eduresourceza.com

- **National Benchmark Test (NBT):**
 - The NBT's are an assessment for first year applicants into Higher Education Institutions. They were designed to measure the writer's ability to transfer understanding of Academic Literacy, Quantitative Literacy and Mathematics to the demands of tertiary coursework
- Options for Financial Assistance:
- **National Student Financial Aid Scheme (NSFAS)**
 - Is the government student bursary (free education) bursary and loan scheme that receives its funding budget from and reports to the Department of Higher Education and Training
 - If not applying for free education please note that NSFAS grant "loans". So if you fail, you are legally obligated to pay back the loan amount
- Bursary and Loans – See notes on "Applications funding and accommodation)"

Current issues

- How is the Government planning to fund free education?
 - The fully subsidised government bursaries will be administered through NSFAS and are expected to cover the full cost of study which includes tuition fees, prescribed study materials, meals and contribution to accommodation and/or travel allowances
 - To qualify: Families with a combined income of R350 000 or less
- Implications:
 - Budget was cut to other Departments:
 - Air force
 - Trade and industry
 - Sanral
 - SARS
 - Water Board
 - Cuts to school infrastructure
 - Provincial Road Maintenance



NOTE:

Previous LO CAT papers are to be used as EXEMPLARS of HOW the questions are asked. PLEASE DO NOT DRILL THE LEARNERS USING THE **PREVIOUS CAT PAPERS!** The questions will **NEVER BE REPEATED!** However, the structure of questions and the TOPICS may be repeated!

SPOTTING questions or certain topics could COMPROMISE the learners. **REFRAIN from this practise!**

The **LO CAT is set as a FRESH ASSESSMENT** yearly and does not consider previous CASE STUDIES or SCENARIOS. Thus, acquisition of the requisite CONTENT and CONCEPTUAL knowledge is KEY!

TEACHING should be as per the **CAPS ATP** and NOT THE TEXTBOOK! The LO CAT is set using the ATP and NOT the textbook/s.

ALWAYS TEACH APPLICATION OF KNOWLEDGE and SKILLS!

ALWAYS CONSIDER THE STRUCTURE THAT IS PROVIDED ABOVE WHEN you develop FORMAL and INFORMAL ASSESSMENTS, i.e.: **DEFINITION, DISCUSS, EXPLAIN, CRITIQUE, EVALUATE, PROVIDE A SOLUTION.**

REMIND the learners that the **LO CAT is NOT a COMPREHENSION of GENERAL KNOWLEDGE TEST.** It tests the knowledge and skills as prescribed in the CAPS. Therefore CASE STUDIES and SCENARIOS are only included to set/create the CONTEXT. But the questions will always assess the CONTENT taught!!

ALSO look at the **DIFFICULTY/COMPLEXITY LEVEL** of questions. The difficulty level MUST BE **SUITABLY/APPROPRIATELY PITCHED for gr 12 purposes!**

Question paper analysis

Downloaded from eduresourceza.com

Teach learners to read the questions with understanding. Learners should analyse a question to understand what is required. Learners need to HIGHLIGHT/UNDERLINE the **COMMAND VERBS, TOPIC/S, QUANTITIES**, and other in the question! Sometimes a question may have TWO command verbs!

Within a question will always be a minimum of two elements or more,

e.g. : Define (*command verb*) human rights (*topic/content*)

There could be three element:

e.g.: Evaluate (*command verb*) three strategies (quantity) of that could be used to combat unfair labour practices in the workplace (*topic/content*).

There could be four elements: Discuss (*command verb*) three steps (*quantity*) in conflict resolution (*content/topic*) and provide reasons why these steps would help to resolve the conflict in the scenario (*application of knowledge*).

LEARNERS should take different coloured HIGHLIGHTERS into the exam room. These should be used to COLOUR CODE the elements shown above.

Learners generally loose marks because they know the topic, but fail to FOLLOW the INSTRUCTIONS of the questions.

Lastly, in Life Orientation a 2 mark allocation implies that the learner must give a response that has to two parts: e.g. a **FACT (*based on content knowledge*) plus SUBSTANTIATION (*reason why*)**. Example: The Employment Equity Act compels employers to appoint designated groups of people (fact) to ensure that there is equal representation in the workplace (substantiation).

Sections B and C require full responses or extended writing. One answer responses are NOT ALLOWED. Learners would generally lose a lot of marks if the responses are not comprehensive.

Downloaded from eduresourceza.com