

**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

**LIFE ORIENTATION
(Second Paper)
NQF LEVEL 3**

NOVEMBER EXAMINATION

(7601023)

**22 October 2014 (X-Paper)
09:00–11:00**

This question paper consists of 12 pages.

<p>TIME: 2 HOURS MARKS: 100</p>

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number the printouts according to the numbering system used in this question paper.
4. Printouts to be marked must be arranged in the same order as the questions in the question paper. Only ONE printout per question may be handed in.
5. Ensure that every printout displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
6. Marks will NOT be awarded for any printouts without an EXAMINATION NUMBER and a WATERMARK.
7. Printouts without an EXAMINATION NUMBER and a WATERMARK will be reported as an IRREGULARITY.
8. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.
9. Use appropriate application programs and place the printouts in your EXAMINATION FOLDER.
10. EXAMINATION and CENTRE NUMBERS must be written correctly on the EXAMINATION COVER PAGES and the software version must be indicated at the top of the COVER PAGE. (E.g. MS Office 2003).
11. EXAMINATION NUMBERS in writing are NOT acceptable.
12. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time is allowed to complete lost work.
13. In the event of a computer or printer defect the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
14. Spell check may be used.
15. The time indicated at the beginning of each question is a guideline to help you finish the question paper in time.
16. The time allocated for this question paper includes printing time.
17. You are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

BACKGROUND:

As a volunteer you are helping to inform the youth in your area about human trafficking through a local community project run by the local municipality.

Complete the following tasks.

SECTION A: WORD PROCESSING**QUESTION 1****TIME: 20 MINUTES**

You are required to create a document to be used as a pamphlet informing students at local schools about the danger and laws concerning human trafficking.

- 1.1 Create a header with your EXAMINATION NUMBER left-aligned and QUESTION 1 in capital letters, right-aligned. (2)
- 1.2 Key in the document as instructed. (9)
- 1.3 Use the column function to create three equal columns and insert the text as indicated. (2)
- 1.4 Insert a heading at the top of the document: Legislation signed on human trafficking (1)
- 1.5 Edit the heading to be displayed as upper case, Britannic Bold, size 18 and right-aligned. (2)
- 1.6 Change the font of the rest of the document to Arial, size 12. (1)
- 1.7 Change the alignment of the whole document to full justification. (1)
- 1.8 Spell check the document to correct spelling mistakes. (1)
- 1.9 Save the document as LAW1 on your disk or according to your college examination regulations. (1)
- 1.10 Print the document on ONE A4 portrait page and place the printout in your EXAMINATION FOLDER. (1)

(1)
[20]

Insert heading according to instructions

Spell-check your document and correct all spelling errors.

Human trafficking is a serious crime and a grave violation of human rights. Every year, thousands of men, women and children fall into the hands of traffickers, in their own countries and abroad.

The passing of the Human Trafficking Bill has given South Africa, for the first time, a single statute that tackles human trafficking holistically and comprehensively. The new legislation gives effect to South Africa's international obligations in terms of a United Nations protocol.

Insert in column 1

LEGISLATION

The legislation focuses on the plight of victims, providing them with protection and assistance to overcome their traumatic and often life threatening experiences.

Insert in column 2

PENALTIES

The new law provides for a maximum penalty of R100 million, life imprisonment or both in the case of a conviction. The penalties for these offences are appropriately severe, as a deterrent to would-be perpetrators.

Insert in column 3

REGULATIONS

While the legislation has been signed into law, its operationalisation is dependent on regulations that must be made by a number of role-playing departments such as home affairs.

QUESTION 2

TIME: 23 MINUTES

Open a new MS Word document and create the document below to inform the youth of the facts concerning human trafficking.

- 2.1 Create a header with QUESTION 2 in capital letters, left-aligned and your EXAMINATION NUMBER right-aligned. (1)
- 2.2 Key in the document as indicated. (10)
- 2.3 Change the left and right margins to 1.5"/3.75 cm. (1)
- 2.4 Insert a suitable picture about people and format the picture according to instructions. (2)
- 2.5 Insert the page break as indicated. (1)
- 2.6 Use the table function to create the table and insert the text as shown. (1)
- 2.7 Apply borders around the table exactly as indicated. (1)
- 2.8 Apply a light grey shading to the first row of the table. Ensure that all the text can be read. (1)
- 2.9 Insert a page number at the bottom right of each page. (1)
- 2.10 Save the document as LAW2 on your disk or according to your college examination regulations.
- 2.11 Print the document and place the printouts in your EXAMINATION FOLDER. (1)

[20]

TOTAL SECTION A: 40

HUMAN TRAFFICKING FACTS

Change to Arial Black, size 22

It is the second largest and fastest growing crime internationally.

It is called "MODERN DAY SLAVERY". With about 27 million victims worldwide, slavery has become even bigger than ever before in history, just less visible.

South Africans need to be educated on prevention and awareness of human trafficking.

Leave 4 open rows

STOP HUMAN TRAFFICKING

Change to Arial Black, size 22

Leave 4 open rows

*Insert a suitable graphic from Clip Art. Search for 'people'.
Change the size to 1.5"/3.75cm height and 1"/2.5cm width.*

Insert a page break.

HUMAN TRAFFICKING

Add a light shade of grey

THE ACTS OF:	THROUGH THE MEANS OF:	FOR THE PURPOSE OF:
<ul style="list-style-type: none"> • Recruitment; • Transportation; • Transfer; • Harboring; or • Receipt of persons. 	<ul style="list-style-type: none"> • Threats/Use of force or other forms of coercion; • Abduction; • Fraud; • Deception. 	<ul style="list-style-type: none"> • Sexual exploitation; • Forced labour or services; • Slavery or practices similar to slavery; or • Servitude or the removal of organs.

Add bullets to the text in the second row.

SECTION B: SPREADSHEET**QUESTION 3****TIME: 10 MINUTES**

The project manager asks you to create a spreadsheet containing statistics on human trafficking.

- 3.1 Use MS Excel and key in the spreadsheet below. Do not key in the row and column headings (borders). It was only inserted to indicate which cells should be used. You will be penalised for using the incorrect cell addresses. (6)
- 3.2 Insert your Examination Number (left-aligned) and QUESTION 3 (right-aligned) in row 1 as indicated. (1)
- 3.3 Use the font Arial, size 10. (1)
- 3.4 Adjust the column width to fit the contents as indicated. (1)
- 3.5 Save the spreadsheet as CRIME3 on your disk or according to your college examination regulations. (1)
- 3.6 Print the spreadsheet WITHOUT row and column headings on ONE A4 portrait page and place the printout in your EXAMINATION FOLDER. (1)
- [10]**

	A	B	C
1	EXAMINATION NUMBER		QUESTION 3
2	HUMAN TRAFFICKING AND RELATED CRIMES		
3			
4	CRIMES	REPORTED CRIMES	
5		CASES	PERCENTAGES
6		PER ANNUM	
7	Commercial Exploitation of Children	2700	
8	Commercial Sex Trafficking	30000	
9	Forced Labour: Domestic servitude	21700	
10	Forced Labour: Hotel/Hospitality	3500	
11	Forced Labour: Peddling	5700	
12	Forced Labour: Restaurant work	1000	
13			
14	TOTAL NUMBER OF CASES		
15	AVERAGE FORCED LABOUR CASES		

QUESTION 4**TIME: 30 MINUTES**

Open the spreadsheet you created in QUESTION 3 and make the following changes:

- 4.1 Change QUESTION 3 to QUESTION 4. (1)
- 4.2 Make ALL the changes as indicated on the spreadsheet and according to the instructions below. (3)
- 4.3 Insert the new column TYPES with the text as indicated. Use the autofill function to fill the column. (1)
- 4.4 Change the appearance of the main heading as indicated. (2)
- 4.5 Insert the open rows as indicated. (1)
- 4.6 Centre ALL column headings and change to bold. Merge and centre the cells where necessary. (3)
- 4.7 Insert the text as indicated at the bottom of the spreadsheet. (1)
- 4.8 Provide formulae where the letters of the alphabet appear to do the following calculations: (1)
- A TOTAL CASES = the **sum** of the reported CASES PER ANNUM.
- B PERCENTAGES = CASES PER ANNUM of each crime **divided** by the TOTAL CASES. Insert formula as indicated by the arrow.
- C Calculate the **average** of number of reported CASES PER ANNUM.
- D Use the **count** function to calculate the number of different FORCED LABOUR crimes that are reported.
- E Calculate the **minimum** number of CASES PER ANNUM that are reported.
- 4.9 Display the answers in the PERCENTAGES column as % with 1 decimal. (1)
- 4.10 Insert the horizontal and vertical lines as indicated. (1)
- 4.11 Save the spreadsheet as CRIME2 on your disk or according to your college examination regulations.
- 4.12 Print the spreadsheet on ONE A4 page landscape (without row and column headings). Place the printout in your EXAMINATION FOLDER. (1)

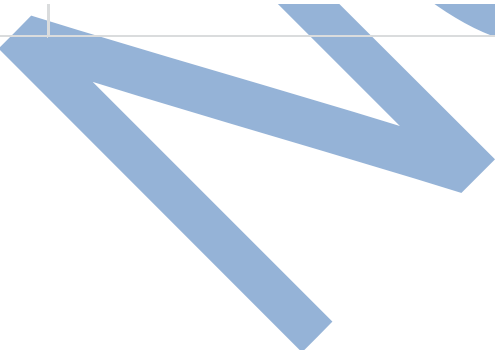
[16]

	A	B	C	D
1	EXAMINATION NUMBER			QUESTION 4
2	HUMAN TRAFFICKING AND RELATED CRIMES			
3	<i>Two open rows</i>			
4				
5	TYPES	CRIMES	REPORTED CRIMES	
6			CASES	PERCENTAGES
7			PER ANNUM	
8	TYPE 1	Commercial Exploitation of Children	2700	B ↓
9	TYPE 2	Commercial Sex Trafficking	30000	
10	<i>AUTOFILL</i> <i>Cells A10-A13</i>	Forced Labour: Domestic servitude	21700	
11		Forced Labour: Hotel/Hospitality	3500	
12		Forced Labour: Peddling	5700	
13		Forced Labour: Restaurant work	1000	
14	<i>Two open rows</i>			
15				
16	TOTAL NUMBER OF CASES			A
17	AVERAGE FORCED LABOUR CASES			C
18	NUMBER OF FORCED LABOUR TYPES			D
19	MINIMUM NUMBER OF CASES PER ANNUM			E

*MAIN HEADING:
FONT: Arial Narrow, 18. Merge
and right-align across
column s A-D*

*All column headings: centred
and bold*

Insert the text as indicated above



QUESTION 5**TIME: 5 MINUTES**

Open the spreadsheet you edited in QUESTION 4 and follow the instructions below.

- 5.1 Change QUESTION 4 to QUESTION 5. (1)
 - 5.2 Display the formulae. (5)
 - 5.3 Change the column width to display all formulae completely. (1)
 - 5.4 Save the spreadsheet as CRIME5 on your disk or according to your college examination regulations.
 - 5.5 Print the spreadsheet on ONE page landscape (without row and column headings). Place the printout in your EXAMINATION FOLDER. (1)
- [8]**

QUESTION 6**TIME: 8 MINUTES**

Open the spreadsheet you edited in QUESTION 4 and follow the instructions below.

- 6.1 Insert a pie chart to display the CRIMES and the PERCENTAGES. (1)
 - 6.2 The chart must be on a separate sheet. (1)
 - 6.3 Insert the following title in the top centre:
HUMAN TRAFFICKING AND RELATED CRIMES
QUESTION 6
Your Examination Number (2)
 - 6.4 Display the legend at the bottom of the chart. (1)
 - 6.5 Save the spreadsheet as CRIME6 on your disk or according to your college examination regulations.
 - 6.6 Print the chart on a separate page and place the printout in your EXAMINATION FOLDER. (1)
- [6]**

TOTAL SECTION B: 40

SECTION C: PRESENTATION (POWERPOINT)**TIME: 24 MINUTES****QUESTION 7**

You are asked to create a short presentation to inform the youth about human trafficking.

Create a slide show presentation of THREE slides using MS PowerPoint.

- 7.1 Type the information given below for your slide show presentation as instructed. (18)
- 7.2 Insert your EXAMINATION NUMBER and QUESTION 7 on EVERY slide. You may use any method that you are familiar with. (1)
- 7.3 Where no specific instructions are given you may use creativity in the size, alignment and type of font, but the information must be readable.
- 7.4 Save the presentation as SUPPORT7 on your disk or according to your college examination regulations.
- 7.5 Print the slide show as handouts on ONE A4 page and place the printout in your EXAMINATION FOLDER. (1)
- [20]**

Slide 1: Title slide

**HUMAN TRAFFICKING
AND RELATED CRIMES**

(Add as title - Larger font size, right align, upper case and bold)

**PREVENT, RESPOND
AND
SUPPORT**

(Add as sub title - font smaller than title, centred)

Slide 2: Title and two columns

(Insert headings in U/C, centred and bold as indicated)

HUMAN TRAFFICKING

WHAT IS IT?

WHY DOES IT HAPPEN?

It is when people are removed from their homes (either under false pretences or by force) and taken to another place in their country or even in another country.

- Prostitution
- Forced labour
- The removal of their body parts
- Sexual abuse
- Forced marriage

Insert the text exactly as indicated above. Centre the contents of the left column.

Create a bulleted list in the right column.

Slide 3: Title and Content

Add as title : bold, centred, U/C

Use bulleted list and left-align

FOR MORE INFORMATION CONTACT:

- Human Trafficking Programme Coordinating Unit (PCU)
- Sexual Offences and Community Affairs (SOCA) Unit
- National Prosecuting Authority of South Africa

Insert any appropriate picture

Tel: +27 12 845 6000

TOTAL SECTION C: 20
GRAND TOTAL: 100