



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

LSS SUPPORT PACKAGE

ICASS for NC(V) and Report 191 Programmes

LSS PARTICIPANT ACTIVITY WORKBOOK

2018



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MODULE 1 – INTRODUCTION TO THE ICASS

ACTIVITIES AND ASSIGNMENTS

(None)

MODULE 2 – INTRODUCTION TO THE ICASS

ACTIVITIES AND ASSIGNMENTS

SESSION	ACTIVITY	✓
SESSION 1. The importance of setting quality assessments	Module 2 Activity 1: The elements of a good question paper	
SESSION 2. Assessment tasks constituting the ICASS	Module 2 Activity 2: Assessment tasks constituting the ICASS	
SESSION 3. Subject assessment plan and the Subject assessment guidelines for the students	Module 2 Activity 3: Types of assessments included in the ICASS	
SESSION 3. Subject assessment plan and the Subject assessment guidelines for the students	Module 2 Activity 4: The setting of assignments/projects/practicals	
SESSION 4. Setting assessments (Criteria 1 – 3)	Module 2 Activity 5: Criterion 1: The purpose of the analysis grid	
SESSION 4. Setting assessments (Criteria 1 – 3)	Module 2 Activity 6: Criterion 2: Technical criteria	
SESSION 4. Setting assessments (Criteria 1 – 3)	Module 2 Activity 7: criterion 3: Content coverage. Correction of errors.	
SESSION 4. Setting assessments (Criteria 1 – 3)	Module 2 Activity 8: Criterion 4: Cognitive levels	
SESSION 4. Setting assessments (Criteria 1 – 3)	Summative practical assignment 2	
SESSION 5. Setting assessments (Criteria 4)	Module 2 Activity 9: Criterion 5: Types of questions asked	
SESSION 6. Setting assessments (Criteria 5 – 8)	Summative Practical Assignment 1:	
SESSION 6. Setting assessments (Criteria 5 – 8)	Module 2 Activity 10: Criterion 6: Language and bias	
SESSION 6. Setting assessments (Criteria 5 – 8)	Module 2 Activity 11: Criterion 8: The assessment tool	

Module 2 Activity 1

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Name and Surname	
College and campus name	

ACTIVITY 1

The elements of a good question paper

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- Before you start watching Module 2, please discuss the question below.

Estimate of time needed: 10 minutes

Discuss the following question in your group:

1. What do you consider to be the elements of a good question paper?

Module 2 Activity 2

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Name and Surname	
College and campus name	

ACTIVITY 2

Assessment tasks constituting the ICASS mark

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This is a closed-book exercise. No reference material may be used.
- This is an individual activity.

Estimate of time needed: 20 minutes

Read the following statement and answer the questions that follow.

“There are definite guidelines on the ICASS requirements for the various programmes.” A clear distinction is made between Report 191 programmes and NC(V) programmes. The latter is further subdivided into the vocational subjects and other subjects.”

1. Where do you find the determinations for your specific programme?

2. Complete the following table with reference to your **own programme** and **subject**:

Subject	
Programme	
Components of ICASS	
Minimum requirements for the ICASS	
Validity of year mark (how long is the year mark valid?)	
How long must evidence be kept?	

MODULE 2: SESSION 3
SUBJECT ASSESSMENT PLAN AND THE SUBJECT
ASSESSMENT SCHEDULE FOR THE STUDENTS

Module 2 Activity 3

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 3

Types of assessments included in the ICASS

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This activity can be done individually or in groups.

Estimate of time needed: 15 minutes

Discuss the type of assessments that are included in the ICASS for your subject. Indicate the weighted value of each.

TYPE OF ASSESSMENT	BRIEF DESCRIPTION

MODULE 2: SESSION 3
SUBJECT ASSESSMENT PLAN AND THE SUBJECT
ASSESSMENT SCHEDULE FOR THE STUDENTS

Module 2 Activity 4

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Name and Surname	
College and campus name	

ACTIVITY 4

The setting of assignments/projects/practicals

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- Only do the relevant assignments/projects/practicum for your field of expertise.
- This is a group task.

Estimate of time needed: 20 minutes

Complete the table on the setting of assignments/projects/practicums according to your field of expertise.

PROGRAMME	SUBJECT	EXAMPLE OF ASSIGNMENT/PRACTICUM
Marketing	Marketing Management/Advertising and Promotion	
Hospitality	Food preparation	

Electrical infrastructure construction	Electronic Control and Digital Electronics	
Office Administration	Office Data Processing	
Finance, Economics and Accounting/ Financial Management	Applied Accounting Financial Accounting	
Fundamental	Life Orientation	
Human Resource Management	Personnel Training Personnel Management Labour Relations	
Public Management	Municipal Administration Public Finance	
Business Management	Entrepreneurship	
Management Assistant	Information Processing	

Educare	Daycare management	
Engineering and Related Design	Fitting and Turning	
Tourism	Tourism Operations Tourist Destinations	
Primary Agriculture	Animal Production	
Safety in Society	Criminal Justice	
Your own field of experience, if none of the above is applicable to you		



MODULE 2: SESSION 4
SETTING ASSESSMENTS (CRITERIA 1 – 3)

Module 2 Activity 5

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 5

Criterion 1: The purpose of the analysis grid

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This is a closed book exercise. No reference materials may be used.
- This is a group activity.

Estimate of time needed: 10 minutes

1. Read the following statement and discuss it in groups.

“The compilation of the analysis grid, which forms the first component when setting or moderating a paper, is very often neglected. Yet it forms the basis of the setting and moderation of papers.”

2. Provide feedback to the whole group.

MODULE 2: SESSION 4
SETTING ASSESSMENTS (CRITERIA 1 – 3)

Module 2 Activity 6

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Name and Surname	
College and campus name	

ACTIVITY 6

Criterion 2: Technical criteria
<p>Please read these Instructions carefully:</p> <ul style="list-style-type: none"> Write your name on this sheet. Also provide the name of your college and campus. Write your answers directly onto this sheet. You will need the following DHET document: A quick guide to the typing and editing of question papers and marking guidelines. This is a group activity. <p>Estimate of time needed: 20 minutes</p>

Group discussion on

You should have thorough knowledge of the DHET document: A QUICK GUIDE TO THE TYPING AND EDITING OF QUESTION PAPERS AND MARKING GUIDELINES as it will assist you with most of the technical criteria.

- a) Make notes of the most important aspects that you may need in your subject.



MODULE 2: SESSION 4
SETTING ASSESSMENTS (CRITERIA 1 – 3)

Module 2 Activity 7

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Correction of errors

Name and Surname	
College and campus name	

ACTIVITY 7

Criterion 3: Content coverage

Correction of errors

Please read these Instructions carefully:

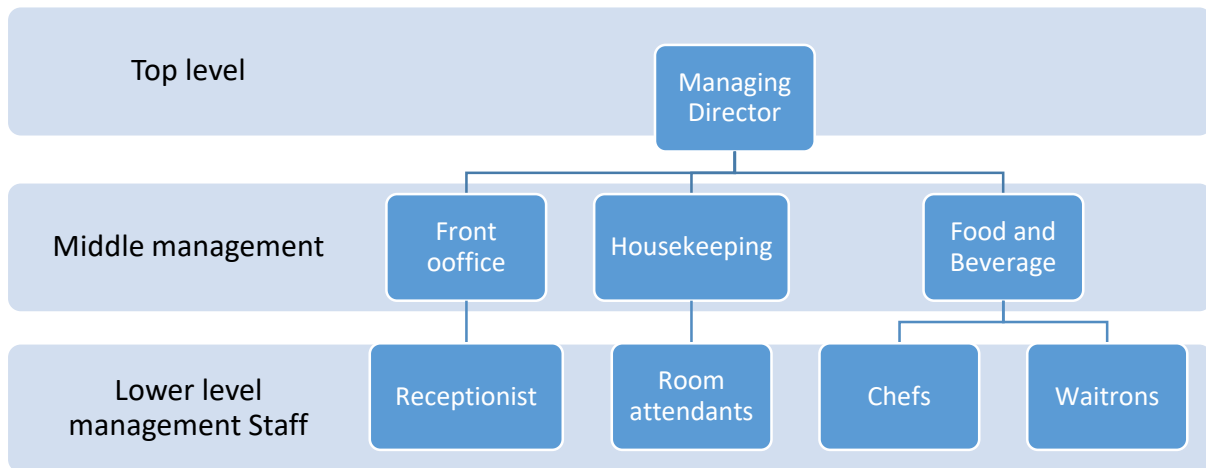
- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- You will need the following DHET document: A quick guide on the setting of papers
- This is an individual activity.

Estimate of time needed: 15 minutes

Question 1

The following question is an example of a question set by a lecturer. Analyse the questions and answer questions about them:

Use the organogram from Songezo’s Lodge to answer the questions that follow.



- 1.1 An annual general meeting (AGM) can be classified as a _____ meeting. (1)
- 1.2.1 Discuss the etiquette that should be encouraged for successful formal meetings. (2)
- 1.2.2 Describe the criteria used to determine appropriate delegates for an executive meeting at Songezo’s Lodge. (2)
- 1.3 By the end of the executive meeting, why is it important to reach decisions? (3)
- 1.4 Briefly define culture and list FOUR important aspects that you will look at in order to understand the culture of a specific nation. (3 + (4 x 1) (7)
- (20)**

Answer the following questions:

- a) Do the totals for each individual question add up to the total marks for the whole question? What is the difference?

- b) Do you note any errors regarding numbering? If so, what do you notice?



**MODULE 2: SESSION 4
SETTING ASSESSMENTS (CRITERIA 1 – 3)**

Module 2 Activity 8

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 8

Criterion 4: Cognitive levels

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- Own subject material (textbook)
- This activity can be done individually or in groups.

Estimate of time needed: 20 minutes

Take any piece of theory/content/topic for your subject and set three types of questions on it to cover three different cognitive levels.

Content: _____

Question 1 (Lower order thinking): _____

Question 2 (Middle order thinking): _____

Question 3 (Higher order thinking): _____

MODULE 2: SESSION 4
SETTING ASSESSMENTS (CRITERIA 1 – 3)

Summative Practical Assignment 2

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Module 2: The setting of assessments

READ ALL INSTRUCTIONS THOROUGHLY

- Remember to indicate your name and surname and the name of your College and Campus on your assignment.
- Make sure that you have all the necessary documents to set the paper.
 - ICASS templates
 - Own subject material (textbook)
- You have **2 hours** to complete this assignment.
- This is an individual activity.
- Submit your completed assignment to the LSS Facilitator.

You have been appointed as an external examiner by DHET for a subject in your field of expertise.

- Set a paper for your subject.
- Complete all the applicable templates of the ICASS (analysis grid, etc.)
- Compile the marking guideline for this paper.



MODULE 2: SESSION 5
SETTING ASSESSMENTS (CRITERION 4)

Module 2 Activity 9

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 9

Criterion 5: Types of questions asked

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- Own subject material (textbook)
- This activity can be done individually or in groups.

Estimate of time needed: 15 minutes

Think of the different type of questions that can be asked – in both Sections A (shorter type of questions) and Section B (longer type of questions) in a typical question paper. Write these types of questions down, indicate the mark allocations for such questions and also the cognitive level that is normally addressed. Present your answer as follows:

SECTION	TYPE OF QUESTION	MARK ALLOCATION	COGNITIVE LEVEL



MODULE 2: SESSION 6
SETTING ASSESSMENTS (CRITERIA 5 – 8)

Module 2 Activity 10

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 10

Criterion 6 Language and bias

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This is a group activity

Estimate of time needed: 20 minutes

1. Read the following scenario critically. Identify and correct ALL the errors.

Assume you have to sign the following contract of employment.

Dear

It gives us great pleasure to inform you that you have been appointed as a sales person at GIGI FASHION WORLD.

Please be so kind as to sign the following contract of employment.

CONTRACT OF EMPLOYMENT
BETWEEN
GIGI FASHION WORLD (hereafter called the EMPLOYER)
AND
.....(hereafter called the EMPLOYEE)

JOB DESCRIPTION
Sales person

HOURS OF WORK

Monday – Friday: 8h00 – 17h00

Every alternative Saturday and Sunday: 9h00 till 13h00

REMUNERATION

R22,00 per hour

PLEASE NOTE: NO EXTRA REMUNERATION WILL BE PAID FOR OVERTIME.

LEAVE

Annual leave: 15 days per year

Sick leave: Maximum of 6 days per year

Family responsibility leave: 5 days per year (this will be unpaid leave)

MEAL INTERVALS

15 minutes per day

TERMINATION OF SERVICE

The employer has the right to terminate this contract by giving 24 hours' notice to the employee. The employee must give one calendar month notice.

SIGNED BYONAT

EMPLOYEE

EMPLOYER

WITNESSES

1.1 List the duties of an employer.		(8)
1.2.1 Define an employer.		(4)
1.2.2 Who is an employee?		(3)
1.3 Identify FOUR duties of an employer.	(5 x 2)	(10)
1.4 Discuss the vicarious liability of the employer for the wrongful deeds of his employee.	(10 x 1)	(10)
		/30/

2. The poor candidate. Was it really necessary to give this scenario?





MODULE 2: SESSION 6
SETTING ASSESSMENTS (CRITERIA 5 – 8)

Module 2 Activity 11

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Name and Surname	
College and campus name	

ACTIVITY 11

Criterion 8: The assessment tool

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This is a group discussion.
- Take notes.

Estimate of time needed: 10 minutes

1. Discuss the importance of the assessment tool.

2. Provide feedback to the whole group.

Summative Practical Assignment 1

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Creative and topic-integrated paper

Instructions: Read through carefully

- Remember to indicate your name and surname and the name of your College and Campus on your assignment.
- Make sure that you have all the necessary documents to set the paper.
 - ICASS templates
 - Own subject material (textbook)
- You have **50 minutes** to complete this assignment.
- Submit your completed assignment to the LSS Facilitator.
- This is an individual activity.

1. Study the example of a topic-integrated question from a Labour Relations N6 paper.
2. Compile a creative topic-integrated question for your own subject.

AN EXAMPLE OF A TOPIC-INTEGRATED QUESTION

BACKGROUND INFORMATION

- This question was taken from a Labour Relations N6 paper.
- The syllabus consists of
 - Conflict
 - How to solve conflict (Collective bargaining)
 - The route to follow to solve conflict (dispute resolution)
 - What if conflict is not solved (Industrial action)
 - In-company procedures to solve conflict (grievances and disciplinary hearings)
- It will be indicated on the paper from which module in the syllabus the question comes. It almost covers all the modules in the Labour Relations book!

QUESTION 7

Read the following article and answer the questions that follow.

Wage talks and collective bargaining pose challenges

Wage negotiations in the metals and engineering sector, which started in late March, are likely to prove difficult, given the large gap between workers' demands and firms' ability to pay. Concerns are rising that any deadlock could herald a new and damaging strike, thereby underlining the poor state of labour relations in South Africa. The wage talks in the metals and engineering sector also highlight weaknesses in South Africa's collective bargaining system, which can require firms to engage in several separate sets of negotiations, thereby leaving them exposed to multiple strike risks.

The latest wage talks, which are taking place within the Metal and Engineering Industries Bargaining Council (MEIBC), aim to secure a successor agreement to the current three-year package, negotiated in 2011, which expires on June 30th. Several unions, including the militant National Union of Metalworkers of South Africa (NUMSA), are demanding 15-20% increments and increased housing allowances.

Strike risks remain high

Several vehicle manufacturers (which suffered from two lengthy, inter-linked stoppages in 2013) could be affected because of disruption to component manufacturers. As a result, several vehicle-makers are making contingency plans, including identifying potential overseas suppliers and building stockpiles. Talks could drag on beyond the end-June deadline, making the precise timing of any strike hard to predict, although any pay award subsequently agreed on would be backdated to July 1st.

Collective bargaining system faces legal challenges

Apart from the finer details of the wage negotiations, the process highlights the challenges posed to employers by South Africa's dual collective bargaining systems.

Extension to non-parties is controversial

The Free Market Foundation (FMF; a non-governmental organisation) has turned to the Constitutional Court to challenge a clause in the Labour Relations Act that requires the labour minister to extend wage deals to non-parties. Instead, the FMF believes that the minister should have discretion in the matter. The case mainly relates to the textiles and clothing sector, where many small firms, backed by their workers, are resisting the imposition of wage increases agreed in the National Textile Bargaining Council, which threaten to drive them out of business.

Recognising that labour laws and regulations are proving to be an increasing limitation to business investment, the government, in March, hinted at further amendments to labour laws to reduce the risk of long and violent strikes.

Adapted from The Economist, downloaded from

<http://country.eiu.com/article.aspx?articleid=761692660&Country=South%20Africa&topic=Economy>, 10 January 2015

- 7.1 Define the term *collective bargaining*. (Module on collective bargaining) (4 x 2) (8)
- 7.2 'Reference is made to the *dual collective bargaining* system of South Africa'. Discuss the following two systems: (Module on collective bargaining)
- 7.2.1 Decentralised bargaining (5 x 1) (5)
- 7.2.2 Centralised bargaining (5 x 1) (5)
- 7.3 'Many small firms in the textile industry are resisting the extension of wage increases agreed upon by the National Textile Bargaining Council as this may lead to closing down of businesses due to the fact that they cannot afford the agreed increases in wages. Discuss the *meaning of this extension* (expansion) of a bargaining council agreement to non-parties. (Module on collective bargaining) (4 x 1) (4)
- 7.4 List any THREE conflict indicators. (Module on conflict) (3)

QUESTION 8

Read the case study given in QUESTION 7 and answer the following questions.

- 8.1 Do wage negotiations constitute a *dispute of right* or a *dispute of interest*? (1)
(Module on dispute resolution)
- 8.2 List TWO *substantive agreements* that can flow from negotiations with NUMSA. (2)
(Module on collective bargaining)
- 8.3 "Suppose the employees are also unhappy about other issues in the organisation." Indicate in each of the following cases which *Procedure* or *Process* can be followed to resolve conflict:
(Module on in-company procedures/processes: Grievances and Discipline)
- 8.3.1 An employee signed a contract to be paid R5 000 per month and now only receives a salary of R4 000.
- 8.3.2 Employees want their medical aid to be increased from R1 000 to R1 500 per month.
- 8.3.3 An employee is very unhappy at his work as he feels that he is victimized.
- 8.3.4 An employee trespasses the code of conduct. (4 x 1) (4)

MODULE 3 – THE MODERATION PROCESS

(Pre- and post-moderation)

ACTIVITIES AND ASSIGNMENTS

SESSION	ACTIVITY	✓
SESSION 1. The importance of internal moderation of the ICASS ICASS marks for report 191 and NC(V) programmes The moderation process Recording marks	Module 3 Activity 12: The moderation process	
SESSION 1. The importance of internal moderation of the ICASS ICASS marks for report 191 and NC(V) programmes The moderation process Recording marks	Summative practical assignment 3	

MODULE 3: SESSION 1
IMPORTANCE OF INTERNAL MODERATION OF THE
ICASS

Module 3 Activity 12

**Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V)
and Report 191**

Name and Surname	
College and campus name	

ACTIVITY 12

Module 3: The moderation process

Please read these Instructions carefully:

- Write your name on this sheet.
- Also provide the name of your college and campus.
- Write your answers directly onto this sheet.
- This is a closed book activity. No reference materials may be used
- This activity can be done individually or in groups.

Estimate of time needed: 10 minutes

Briefly discuss the following statement.

“The moderation process can be divided into two definite components.”

MODULE 3: SESSION 1
IMPORTANCE OF INTERNAL MODERATION OF THE
ICASS

Summative Practical Assignment 3

Planning, Setting, Moderation, Recording and Monitoring of ICASS for NC(V) and Report 191

Module 3: The moderation process

READ ALL INSTRUCTIONS THOROUGHLY

- Remember to indicate your name and surname and the name of your College and Campus on your assignment.
- Make sure that you have all the necessary documents to set the paper.
 - ICASS templates
 - Own subject material (textbook)
- You have **2 hours** to complete this assignment.
- This is an individual activity.
- Submit your completed assignment to the LSS Facilitator.

- This activity follows on the paper and memorandum already set.
- All moderation forms need to be completed.
- This activity can be done individually or in groups
- Use the paper and memorandum that you set in the summative Practical Assignment 2. Exchange with a colleague and complete the whole process for pre-assessment moderation.

MODULE 4 – THE VERIFICATION OF MARKS
ACTIVITIES AND ASSIGNMENTS
(None)