



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

CURRICULUM GRADE 10 -12 DIRECTORATE



NCS (CAPS)

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LEARNER SUPPORT DOCUMENT

GRADE 12

LIFE ORIENTATION

STEP AHEAD PROGRAMME

2023

PREFACE

This Grade 12 Resource Pack is the product of a dedicated Team of Life Orientation Advisors and Lead Educators and was developed under the auspices of the Kwazulu-Natal Department of Education. The Resource Pack focusses on Term 3 content and should be read in conjunction with the 2023-2024 Annual Teaching Plan and other relevant support materials. The Pack also sought to strengthen Life Orientation curriculum delivery in schools **across the province** for the improvement of outcomes. This support **document** will most certainly prove invaluable to subject educators more especially in the light of the latest **slight** amendments to the ATPs post Covid 19 Pandemic.



ACKNOWLEDGEMENT

This document is a product of the collaboration, input and contributions from the Kwazulu-Natal Life Orientation subject advisors and lead educators listed below

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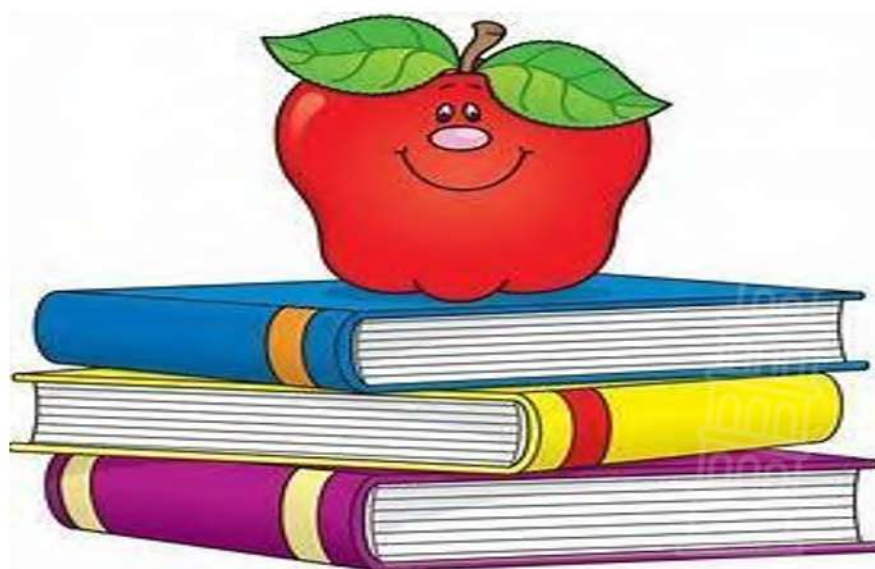


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Term 3: week 1 - 3

1. Human factors that cause ill-health, accidents, crises and disasters

Informal Activity

KEY CONCEPTS	EXPLANATION
Human factors	Factors contributed by human beings e.g. social, religious and cultural practices.
Ill-health	Illness, sickness, a medical condition that makes you unwell.
Accidents	Unexpected and unplanned bad thing happens to human being.
Crises	An emergency situation that causes great distress and upheaval.
Disasters	Tragedies, events that cause adversity or devastation.
Environmental factors	Factors in the environment, the natural world that contribute to ill health, accidents, disasters and crises such as floods, extreme temperatures.
Lifestyle diseases	Diseases that are a result of the way you live and affect the way you live.
Natural disasters	A sudden accident or natural catastrophe that causes great damage or loss of life such as fires, floods, tsunamis and earthquakes.
Hazard	Danger, risks or a threat that is usually caused by man, such as pollution, toxic waste, deforestation etc.

PLEASE NOTE: "MATCHING COLUMNS" SHOULD NOT BE USED FOR FORMAL ASSESSMENT !!!!!!!

NOTES

1.1 Definitions

III-health, accidents, crises and disasters

- These aspects are not beyond control.
- These aspects can be prevented, avoided or controlled.

III-health

- Bad lifestyle choices lead to ill-health
- Unprotected sex can lead to STIs, smoking lead to lung cancer and abusing alcohol lead to liver disease.

Accidents

- When an unexpected, unplanned thing happens to a person.
- Driving too fast under the influence of alcohol may cause a road accident.
- When a person leaves burning candle near curtains can cause fire accident.

Crises

- An emergency situation that causes great distress and upheaval.
- The husband leaves his wife for another woman, leaving his family to take care for themselves.

Disasters

- It is a great tragedy or devastation. It can be caused by nature or people.
- When Factories dispose of their toxic waste in rivers, this can destroy the living organisms in the water and humans get sick from using this water.

Dealing with disasters:

- Disasters can lead to trauma. Trauma means a serious bodily injury or shock.
- PTSD (Post traumatic stress disorder) is long term suffering from bad experiences.
- People who have experienced family violence, crime, rape or who are survivors of natural and human disasters may suffer from emotional distress, withdrawal or over independence.
- Emotional reactions include: grief, anger, aggression, careless behaviour, depression
- After disaster, it may be difficult to concentrate or remember things and make decisions. People may feel disorientated, confused and unsure of where you are or what to do.
- Sometimes people feel overwhelmed by the emotions and disasters.

1.2. Psychological, social and religious factors, cultural practices and different Knowledge perspectives

Psychological factors

- The mental and emotional aspects of being human.
- The mind and body interacts closely and psychological factors can cause illness. For example, low self-esteem can lead to promiscuous behaviour and results in a person contracting STIs.
- Psychosomatic illness means a sickness that involves both the mind and the body. It may start with emotional stress, but manifest in physical symptoms. This type of sickness is real and not in your mind and should be treated.

Social factors

- Issues that involve people, the community and the public.
- How people can behave towards each other and the social conditions they live in, can affect their health.
- Violence, using harmful substances, pollution

Religious factors

- Religions and belief systems may lead to heal people but also cause ill-health.
- Religion may prevent people from taking medicine or having a blood transfusion which may lead to serious illness / death.
- Some people believe only their god can cure them, refusing medical treatment of any form which is harmful to their lives.
- In some religions various potions and medicines are mixed and given to sick people. These herbal remedies were not scientifically tested and may cause ill-health.
- Some people believe in faith-healers who not all are guaranteed that they can heal them.

Cultural practices

- Male child preference: female foetuses being aborted or female babies being killed at birth. Female children may be neglected.
- Circumcision
- Female genital mutilation and cutting
- Arranged marriages
- Dry sex

- Wife inheritance / unkungenwa
- Culture of silence
- Nutritional harm, where some food is forbidden and the restricted diet is harmful to the human body.

Different knowledge perspectives

- One person may say that it is healthy to fast or not to eat for some days, while another will say it is harmful.
- A person may say eating pork is unhealthy, while another will say it not.

1.3 Lifestyle diseases

- It is diseases caused by the way you live your life. Lifestyle diseases are the result of an unhealthy lifestyle. Factors contributing are the types and amount of food we eat, lack of exercise and smoking. Lifestyle diseases includes diseases like heart disease, cancer, chronic liver disease, hypertension, stroke, obesity, osteoporosis etc. Unsafe sexual behaviour like not using condom correctly, increases the risk of HIV and Aids and STI's

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What causes lifestyle diseases?

- Factors in diet, lifestyle and the environment have influence to diseases listed above. Smoking, alcohol and drug abuse as well as the lack of exercise may increase the risk of certain diseases in later life.

Examples of life style diseases

- Cancer
- Hepatitis B
- Hypertension
- Diseases of the heart and circulatory system
- Tuberculosis
- STI's (Sexually transmitted infections, including HIV /AIDS)

Intervention strategies

- Prevention: avoid, abstain, adapt, vaccinations
- Control / management
- Early detection: cancer, hypertension, STI's
- Treatment
- Care and support

Intervention strategy	Explanation
Prevention	Stop something from happening even before its affect you
Control/management	When you manage something so it does not become a crisis or a disaster
Early detention	When you notice and get treatment early before its get worse and untreatable
Treatment	Medical care such as surgery and medication that deals with a disease
Care and support	Joining support groups whose members share common experiences and problems can reduce of illness.

TOPIC: Development of the self in society

Activity 1

- 1.1. Match the description in column B with the concept in column A. Only write the correct letter next to the corresponding number. Example: 9.1.1. K

COLUMN A	COLUMN B
1.1.1. Human factors	A Illness, sickness, a medical condition that makes you unwell
1.1.2. Environmental factors	B Emergencies, calamities, catastrophes, upheavals, temperatures.
1.1.3. Lifestyle diseases	C Diseases that are a result of the way you live and affect the way you live.
1.1.4. Natural disasters	D Tragedies, events that cause adversity or devastation
1.1.5. Hazards	E Mishaps / misfortunes
1.1.6. Ill-health	F Factors contributed by human beings e.g. social, religious and cultural practices
1.1.7. Accidents	G Danger, risks or a threat that is usually caused by man, such as pollution, toxic waste, deforestation etc.
1.1.8. Crises	H Factors in the environment, the natural world that contribute to ill health, accidents, disasters and crises such as floods, extreme

1.1.9. Disasters	A sudden accident or natural catastrophe that causes great damage or loss of life such as fires, floods, tsunamis and earth quakes
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Total (9)

WEEK 1 - 2

TOPIC: Development of the self in society

Activity 2

- 2.1. Read the following adapted article that was published in *Mail and Guardian* on 7 August 2013 and answer the questions posed on it.

CHRONIC DISEASE ON THE RISE IN SA

Health Minister Aaron Motsoaledi said that the release of the findings of the South African National Health and Nutrition Examination Survey was evidence that there is reason for concern over the prevalence of chronic conditions such as diabetes and hypertension the country. The survey provides a detailed look at the health of South Africans and the underlying factors that determine people's state of health.

In the study, the HSRC warns that "South Africa is heading for a disaster" if the number of people living with "chronic lifestyle diseases" does not change.

Motsoaledi said that, apart from HIV, chronic diseases were becoming the highest cause of death in developing countries. The minister said the increase of people living with chronic diseases such as hypertension and diabetes was certainly going to put more pressure on the country's health system.

According to the study, obesity and being overweight were major risk factors for the development of chronic diseases. A fitness test found that 28% of men and 45% of women were unfit while people who lived in urban areas had the lowest fitness levels.

There was a higher prevalence of obesity in women than in men. Twenty percent of men and 68% of women had a waist circumference that put them at risk of developing chronic illnesses. This trend was also seen in children between the ages of two and 14 years where obesity and being overweight were higher in girls than in boys.

- 2.1.1. Name three possible causes for the increase of chronic diseases such as diabetes and obesity in South Africa. (3)
- 2.1.2. Keeping the article in mind, briefly discuss three reasons why you think women in today's society are more obese than men. (6)

2.1.3. Identify two intervention strategies that have been put in place by the government to address life style diseases. What is the impact of each strategy on society?

(3x2) (6)

Total activity 2: (15)

WEEK 1 - 2

TOPIC: Development of the self in society

Activity 3

Read the extract below and answer the questions that follow.

HUMAN FACTORS CAUSING ILL HEALTH: PSYCHOLOGICAL FACTORS

According to the World Health Organisation, health is not merely the absence of physical diseases.

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[Adapted from www.fitness.ygoy.com. Accessed on 19 February 2018]

3.1.1 Define the term *psychological factors* and give TWO examples of physical illnesses that may be caused by such factors. (1 + 2) (3)

3.1.2 Discuss THREE positive strategies on how to deal with negative thoughts as a way of preventing ill health. (3 x 2) (6)

3.1.3 Motivate TWO ways in which participation in community sports and games can improve your social well-being. Also indicate with EACH way how your social well-being may then impact positively on your mental well-being. (2+4) (8)

Total for Activity: [15]

TOPIC: Careers and career choices

1. Labour issues: Workers rights, Laws and Acts

KEY CONCEPTS	EXPLANATION
Labour laws	Deals with employee and employer rights, obligations and the core elements of a job contract.
Obligations	Duties and responsibilities; things you must do because they are the law
Trade unions	An organisation that represents the interest of its member in the work place.
Disputes	Arguments, disagreements
Job contract	A document that must be signed by employee when getting a job

1.1. Workers' Rights

Workers and Employers rights are protected in the Labour Relations Act (LRA). Workers' rights in South Africa are outline in the Bill of Rights or Section 27 of the Constitution of the Republic of South Africa.

Workers' rights in South Africa	Employers rights in South Africa
<ul style="list-style-type: none"> ➤ The right to choose your own trade, profession or occupation. ➤ The right to fair labour practise ➤ The right to join a union ➤ The right to be part of the program and activities arranged by the Union. ➤ The right to strike 	<ul style="list-style-type: none"> ➤ The right to join an employer's organisation ➤ The right to be part of the program and activities arrange by the employers' organisation.

Workers obligations in South Africa	Employers obligations in South Africa
<ul style="list-style-type: none"> ➤ To keep to the agreement in the job contract. ➤ Give the employer value for his money by being productive during working hours and not stay away without a valid reason. 	<ul style="list-style-type: none"> ➤ To keep to the agreement in the job contract. He cannot change the conditions of employment without consulting the employee. ➤ Not to engage in unfair labour practice ➤ To arrange his business practices according to the labour law of the country. ➤ To apply Affirmative action <p>To apply the Equity act in the work place</p>

1.2. Conditions of service

- Companies and jobs are not the same and they will have different conditions of service. Conditions of service includes things like the number of hours you will be expected to work (normally 40 hours per week) as well as the amount of leave you will be able to take every year. All of the conditions of service should be covered in your employment contract.
- Depending on your job and responsibility within a company your conditions of service will also indicate items like disciplinary procedures for e.g. constant late coming for work, absent without valid reason or any other form of non-compliance with company policy.
- All the conditions of service are covered in the Basic Conditions of Employment Act and each company should set their conditions of service in line with this law.
- This act or law will protect you and your employer from taking advantage of each other or of practising unfairness in the workplace.
- In order to protect you, your conditions of service should also indicate the policies and procedures in case of grievances in your company.

Labour laws:

- As a result of South Africa's apartheid past, job reservation and the segregation and exploitation of workers, South African labour is ruled by four major acts or laws. They are the Labour Relations Act, the Basic Conditions of Employment Act, the Employment Equity act and the Skills Development Act. These laws were designed to protect the rights of workers and employers and all of them will affect you directly

when you start working or looking for a job. (These laws do not apply to members of the South African Secret Service, the National Intelligence Agency or the National Defence force members). All these laws can be found on the website of the Department of Labour. (www.labour.gov.za)

- All laws have an introduction. This refers to the reason for making and implementing the law and to whom it applies or who is excluded from it. The next part will refer to the “rules” made by the law. It will end by saying how to solve problems.
- Labour Relations Act (LRA) (as amended in 2002)
 - The Labour Relations Act covers all the inter action between employers and employees. The act applies to all employers, workers, trade unions and employers’ organisations.
 - Labour relations are controlled by the government and the regulations it lays down working conditions for employers. The purpose of the act is to make sure that Section 27 of the Constitution of South Africa is implemented in the work place. The act makes sure that the Constitutional Rights of all employers and employees are adhering to.

1.3. Employment Equity Act

What is the purpose of the law?

- To ensure equity is achieved and maintained in the workplace.
- The law promotes equal opportunity and fair treatment in employment through the elimination of unfair discrimination
- To implement affirmative action measures to redress the disadvantages in employment experienced by designated groups.

What does the law say about Affirmative Action?

- Affirmative action measures are measures intended to ensure that suitably qualified employees from designated groups have equal employment opportunity and are equitably represented in all occupational categories and levels of the workforce.
- Measures for affirmative Action includes: identifying and elimination of barriers that affect designated groups, measures to promote diversity, training of designated group and preferential treatment to ensure equal representation in the work place.

What does the law say about Employment Equity and Equity Plan?

- A designated employer must prepare and implement a plan to achieve employment equity which must have objectives for each year of the plan and include affirmative action measures as well as a timetable for each year.
- He must have senior manager who will monitor and implement the plan.
- A designated employer must prepare and implement a plan to achieve employment equity. It must have objectives for each year of the plan.


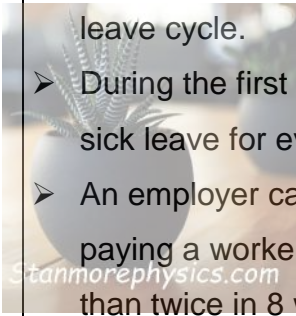
1.4. Basic Conditions of Employment Act, 1997 (BCEA)

- A summary of this act must be visible in the workplace in the official languages spoken at the workplace.

Who is the act for?

- All workers and employers accept member of a Voluntary or Charity organisation or members of the National Defence Force, National Intelligence Agency and SA Secret Services. If a worker works more than 24 hours a month, a worker is a full time worker and protected by the Basic Conditions of Employment Act.

Working Time	<p>A worker must not work more than:</p> <ul style="list-style-type: none"> ➤ 45 hours per week ➤ 9 hours a day if a worker works 5 days or less a week ➤ 8 hours a day if a worker works more than 5 days a week
Overtime	<ul style="list-style-type: none"> ➤ Workers must agree to work overtime ➤ They may not work more than 3 hours overtime a day or 10 hours a week. ➤ Overtime must be paid at 1,5 times the workers' normal pay or by agreement get paid in time off. ➤ Workers can also work a compressed week: up to 12 hours a day with less days per week worked
Meal breaks and rest periods	<ul style="list-style-type: none"> ➤ A worker must have a meal break of 60 minutes after 5 hours' work. ➤ the meal break can be lowered to 30 minutes after a written agreement ➤ A meal break can be doing away with if a worker works less than 6 hours a day.

	<ul style="list-style-type: none"> ➤ A worker must have a day rest of 12 continuous hours and a weekly rest after 36 continuous hours of work.
Leave: Annual leave 	<ul style="list-style-type: none"> ➤ A worker can take 21 continuous days' annual leave by agreement. ➤ A worker gets 1 day for every 17 days worked or 1 hour for every 17 hours worked. ➤ A employer can only pay a worker for leave not taken once he leaves the job.
Sick leave 	<ul style="list-style-type: none"> ➤ A worker can take 6 weeks paid sick leave during a 36-day leave cycle. ➤ During the first 6 months a worker can take one day's paid sick leave for every 26 days worked ➤ An employer can ask for a medical certificate before paying a worker for being sick more than 2 days or more than twice in 8 weeks.
Maternity leave	<ul style="list-style-type: none"> ➤ A pregnant worker can take 4 continuous months of maternity leave. Leave can start from 4 weeks before expected date of birth. ➤ A pregnant worker may not work for 6 weeks after giving birth unless declared fit to do so by doctor or midwife.
Family responsibility leave	<ul style="list-style-type: none"> ➤ Full time workers who are employed for longer than 4 months can take 3 days paid family responsibility leave per year when: <ul style="list-style-type: none"> ➤ If the worker's child is sick or are born ➤ Death of a spouse, life partner, adoptive parent, grandparent, child, adopted child, grand child or sibling. ➤ Employers are entitled to proof of the need of such leave

2. Principles of equity and redress

- The history of South Africa's labour practices has been known by inequality and exploitation. Previously there has been a division between black and white and male and female. White South African men were largely advantaged by selective employment (keeping jobs for white men only) and promotion strategies in the years

of apartheid. There is an effort to redress the disadvantages of the past and to promote previously disadvantaged people like women and disabled people.

What is the difference between employment equity and affirmative action?

Affirmative action deals with equal employment opportunities and equal representation in all occupation groups and levels in the workplace.

Employment equity has to do with the numbers of workers from different groups in the workplace. Equity is achieved through affirmative action.

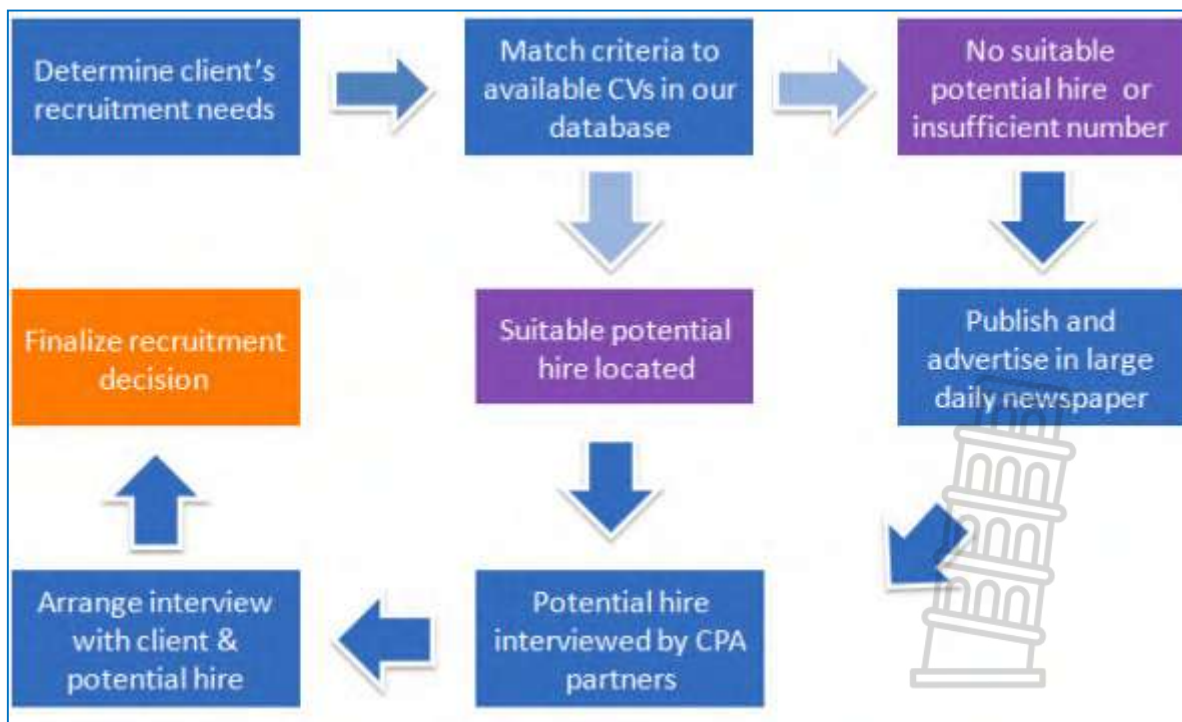
3. Recruitment process: general trends and practices.

3.1. What are recruitment and the recruitment process?

Recruitment refers to the process of getting the right person to apply for the job in a company. The aim of recruitment is to get a number of qualified or skilled people to apply for a particular job or vacancy.

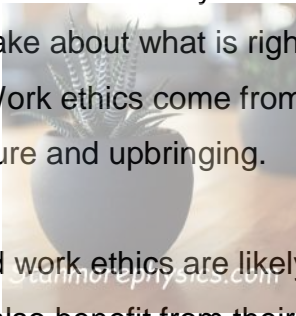
The recruitment process should be fair, confidential, promote diversity and achieve equity in the workplace.

See the diagram below for detail about the process.



4. Work ethics and societal expectations

4.1. Work ethics

- 
- Deals with a worker's attitude towards his or her job and employer. You can compare it with your attitude towards your school and your responsibility towards your schoolwork. It involves attitudes, behaviour, respect, honesty, accountability, communication and interaction with other people. It can be compared with the effort you take to study, how you respect your teachers and fellow students and make your school a better place. Good work ethics will refer to your positive attitude and commitment to your work or in your case your school. Work ethics demonstrate the decisions you make about what is right and acceptable against what is wrong and unacceptable. Work ethics come from within a person and give others a picture of your values, culture and upbringing.
 - People with good work ethics are likely to keep their jobs and make a success at work. They will also benefit from their good ethics by coming in line for promotion.
 - The skills of having good work ethics are referred to as soft skills e.g. the willingness to learn and to be taught by a senior or supervisor, the ability to get along with other workers well, the behaviour and attitude of the worker towards the company, being on time and being at work without taking leave or sick leave unnecessary or without proper reason.
 - Good work ethic is the most important skill in keeping a good job. Good work will start the moment you apply for a job. You will show this by putting in a neat, complete and well organised application without any mistakes.
 - When you start a new job, the first thing your supervisor will notice is the time you arrive and leave your work. It will also show in the way you dress for work, volunteer for new tasks, cooperate with other workers and contribute with new ideas to the company you work for. You will have an attitude of what can I offer the company instead of what can the company offer me.

4.2. Societal expectations

- Refers to what the society and people in your community expect of other people sharing the community with them. It is about how people expect other people to behave and how to treat each other. It can almost be compared with our basic human rights in our constitution. Rights like the right to be treated with respect, to be safe, to be treated with dignity and not judged unfairly. It also refers to our environment and the way we expect others to treat the environment we share and protect for the future.
- When you enter the world of work people in the workplace will have certain expectations of you and the way you behave. Each society and community will have its own expectations based on the culture, values and religion of the society. When you apply for a job, you should make sure your personal values and beliefs fit in with the expectations of the society.

INFORMAL ASSESSMENT

WEEK 3 - 6

TOPIC: Careers and career choices

Activity 4

- 4.1.1. List five workers' rights in South Africa. (5)
4.1.2. List five obligations employers have towards their workers in South Africa. (5)

TOTAL ACTIVITY 4: (10)

WEEK 3 - 6

TOPIC: Careers and career choices

Activity 5

5.1.3. Briefly discuss the content of the Basic Conditions of Employment Act, 1997 (BCEA), by referring to the working conditions such as working time, overtime, meal breaks and rest periods, annual leave, sick leave, maternity leave and family responsibility leave.

(7x2) (14)

5.1.4. What is the difference between employment equity and affirmative action? (2 x 2) (4)

5.1.5. Give a short definition for the term; **work ethics**. (2)

TOTAL ACTIVITY 5: (20)

INFORMAL ASSESSMENT: PARAGRAPH WRITING

Read the extract below and answer the questions that follow.

Work ethics

Many job seekers struggle though to understand that work ethic is more than just an innate mix of a good family upbringing and personal qualities, but rather a trait you can actually nurture.

Adapted from: <https://www.paymoapp.com/blog/work-ethic/>. Accessed on 12 May 2020

Write paragraphs on work ethics in which you include the following:

- State THREE societal expectations with regard to work ethics of companies/ organizations.
(3x1) (3)
- Explain THREE ways in which a strong work ethic helps you in your career paths.
(3x2) (6)
- Propose THREE ways in which you can develop strong work ethics when you enter the job market.
(3x2) (6)

ADDITIONAL NOTES AND ACTIVITIES**TERM 3****Development of the self in society**

- **Human factors that cause ill-health, accidents, crises and disasters**

Bad life style choices such as smoking, drinking, use and abuse of drugs can cause ill-health. Driving under the influence of drug or alcohol can lead to accident. People can cause crises by stealing copper cables that trains cannot run whilst sports fans that push into stadiums can cause disaster.

Psychological, social, religious, cultural practices and different knowledge practices can also cause ill-health.



- o **Psychological factors**

- Issues which involve the mental and emotional aspects of being human; as the body and mind interact closely, some psychological factors can cause illness and sometimes illness has psychological effect.
- Psychosomatic illness is a sickness that involves both body and mind. It may start with emotional stress, but can become physical e.g. stress can lead to stroke. This illness is real and needs to be treated.
- Some examples of psychological factors that cause ill-health are negative self-image or low self-esteem which may result to risky behaviour and unsafe sexual behaviour could lead to sexually transmitted diseases (STIs) such as HIV and AIDS.

- o **Social factors**

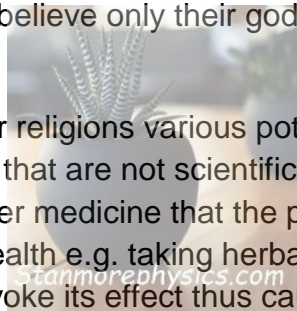
- Issues which involve people, the community and the public; how people behave towards each other and the social conditions they live in, can affect their health and make them ill.

- For example, peer pressure may result in poor decision-making, overcrowding and poverty increase the risk of ill-health and accident and limited or no access to clean water and good sanitation can lead to disease and insufficient or poor-quality food leads to nutritional deficiencies.



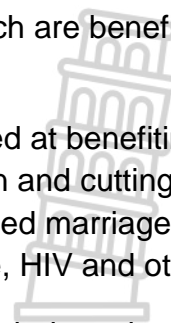
o Religious factors

- Issues on religion and belief-system which may help to heal people but possibly cause ill-health.
- For example, some religion may prevent people from taking medicine or having a blood transfusion which may lead to serious illness / death while others believe only their god can cure them, refusing medical treatment of any form.
- In other religions various potions and medicines are mixed and given to sick people that are not scientifically tested or may have negative interaction with the other medicine that the person is already taking and may not be good for their health e.g. taking herbal medicine together with the prescribed antibiotics can revoke its effect thus causing serious illness.
- Religions and belief that promote sharing of a communal cup, passed from one to another can also cause illness e.g. flu, mouth sore to spread.
- Belief in bogus (not genuine) faith healers who do not have the power to heal may result to become more ill or death since they do not get the treatment needed.
- Wars fought over religion have led to disaster; terrorist attacks by religious extremist have caused great distress and tragedy for many innocent victims.



o Cultural practices

- Issues regarding cultural influences or practices that are damaging and cause ill-health although there are many cultures which are beneficial, helpful and healing.
- Harmful cultural practices which are often aimed at benefiting males and cause harm to female; female genital mutilation and cutting, practice of early marriage, wife inheritance / unkungena, arranged marriage and polygamous marriages place women at higher risk of abuse, HIV and other STIs.
- Other examples of harmful cultural practices include male child preference where female foetuses are being aborted or female babies being killed at birth or neglect of female children, circumcision performed by untrained or careless people who do not take enough care to prevent infection.





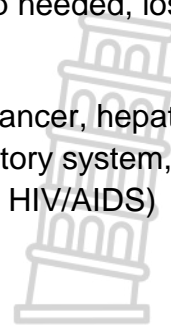
- Culture of silence where it is taboo to speak about sex, relationships and matter of reproductive health leads to misinformation, myths and lack of knowledge, and stop people from visiting the clinic for treatment that can save their lives.
- In some culture there are nutritional taboos; some food may not be eaten by pregnant mothers and their babies that has harmful effect because they are not getting all the nutrients.

o **Different knowledge perspective**

- This is the viewpoint or outlook one has e.g. facts and information can be seen from a particular viewpoint, outlook or angle; different people have different ways of understanding and knowing about things.
- For example, people may say it is healthy to fast or not eat for three days while another will say it is harmful to our body or a person may say eating meat is healthy others will say they do not like meat. Similarly, somebody thinks that bottled water is healthier than tap water, but another may say tap water is healthier than bottled water.

• **Lifestyle diseases**

- o **Lifestyle diseases** are diseases linked with the way people live their life and the result of an unhealthy lifestyle; lack of physical activity, unhealthy eating, alcohol, drugs, smoking and as a result of poverty and gender imbalances that are preventable.
 - Diseases that mostly have an effect on our lifestyle are cancer, hypertension, diseases of the heart and circulatory system, tuberculosis, sexually transmitted infections including HIV and AIDS.
 - The lifestyles of people who live in poverty includes increase deprivation, lack of access in medical care and ability to get help needed, loss of hope and increased stress.
 - Some examples of lifestyle diseases include: cancer, hepatitis B, hypertension, diseases of the heart and circulatory system, tuberculosis, and STIs (Sexually transmitted infections, including HIV/AIDS)





o **Concepts**

KEY CONCEPTS	EXPLANATION
Cancer	These are range of diseases in which abnormal cells increase and spread out of control.
Hepatitis B	A kind of liver infection which can lead to liver disease and liver cancer
Hypertension	An illness where the blood pressure in the arteries is constantly high.
Circulatory system diseases	Abnormalities of the heart and vessel system
Cardiovascular diseases	Group of diseases that involved the heart, blood vessels, arteries and veins.
Tuberculosis	An infectious disease caused by bacterium which spread through airborne and infectious droplets.
Sexually Transmitted Diseases	Diseases which are spread from person to person during sexual contact.
Poverty	Lack of money to provide for one's basic needs.
Gender roles	The different roles and responsibilities assigned to men and women by society.

• **Cancers**

- South Africa has the highest risk of cancer in the world.
- Cervical cancer in women affects as many as 1 In 34 South African women and appears while they are still young with weak immune system. It is a slow growing cancer that may not have symptoms but can be found in screening.
- Lung cancer is a tumor in the lungs caused primarily by smoking tobacco and exposure to asbestos, environmental tobacco smoke, and exposures to other
- Prostate cancer starts in the male prostate gland (small gland which is part of the male reproductive organ).

- **Hepatitis B**

- The most common serious liver infection in the world.
- Having chronic hepatitis B increases one's risk of developing liver failure, liver cancer or cirrhosis — a condition that permanently scars the liver.
- Spread when people come in contact with the blood, open sores, or body fluids of someone who has the hepatitis B virus.

- **Hypertension**

- Refers to 'silent killer' because people are not aware that they are suffering.
- Some contributory lifestyle factors include: poor diet, poverty, stressful lifestyle, lack of education and difficulty in accessing medical care.

- **Tuberculosis**

- Leading cause of death in South Africa and most common in conditions of poverty and over-crowding.
- Pulmonary or lung TB is the most widespread and contagious form of active TB although TB can occur in almost any part of the body e.g. bones.
- People living with HIV are at higher risk of developing TB because their immune systems cannot resist the TB bacteria.

- **Sexually Transmitted Infections**

- More than 1 million sexually transmitted infections (STIs) are acquired every day worldwide.
- Some high level sexually transmitted infections like syphilis, gonorrhea and HIV in South Africa partly are the results of poverty e.g. women have fewer choices, low status of women e.g. no say in the relationship and violence and abuse against women e.g. women in abusive relationships cannot negotiate safer sex.

- **Disease of the heart and circulatory system**

- The leading contributory condition to circulatory system disease is hypertension.
- Some other examples include heart diseases and stroke.
- The number one cause of death globally
- Seriously affect low-and middle-income groups and occur equally in men and women.

- **Lifestyle diseases as a result of poverty and gender imbalances**

- o **Poverty**



- The main diseases of poverty are TB, HIV and AIDS and malnutrition. People who live in poverty are also at a greater risk of lifestyle diseases, because of fewer choices and lack money to access health care e.g. may not have money for transport to get to a clinic, buy medicines, or cannot afford to take time off from work to get medical care and rest.

- Poverty also results in:

- poor sanitation and lack of water in the community can lead to diseases.
- food insecurity; people have no access to enough food or healthy food. The less balanced and nutritious meals weaken the immune system thus results to people put at risk of infections and diseases.
- overcrowding due to lack of adequate housing results to poor ventilation cause TB to spread easily.
- people suffering from hypertension due to stress cannot get medication thus worsen the condition.
- lack of access to safe source of energy; women walk long distances to gather firewood. This collection of wood increases the risk of being attack and sexual assault, often leading to STIs including HIV.
- women being forced to engage in sex for money to survive are also higher risk of getting STIs and pass it on.

- o **Gender imbalances**

- Gender imbalance is a result of the continuous discrimination of one group of people based upon gender and manifests itself differently according to race, culture, politics, country, and economic situation.
- It is a causal factor of violence against women. While gender discrimination happens to both men and women in individual situations, discrimination against women is prevalent (wide spread) in South Africa and the whole world.
- Gender imbalances or inequalities affect the health of both men and women but discrimination against women e.g. unequal power relationships, can prevent women from getting health care they need and from living a healthy life.
- Men and women have different patterns of ill-health because of:
 - difference in biological make up
 - women reproductive function
 - different gender roles

Lifestyle diseases: contributing factors and intervention strategies

o Contributing factors to life style diseases

- Eating habits; bad eating habits and unbalanced diet cause ill-health e.g. overweight or obese.
- Lack of exercise is associated with various illnesses such as obesity, heart disease and general lack of well-being.

- Smoking/ tobacco use is responsible for 80% of lung cancer deaths.

- Linked to reduce fertility in women, risk of miscarriage, early births and still births.
- Pneumonia and asthma are aggravated by smoking
- Causes poor blood flow to the arm and legs.

Substance abuse

- Studies show smoking of marijuana is linked to mental illness including depression and anxiety.

- Lowers immune system making one more vulnerable to illness and disease.

- Unsafe sexual behaviours

- Early sexual intercourse among women (before the age of 18) and with many sexual partners have a higher risk of developing cervical cancer.
- STIs like HIV and AIDS are a result of unsafe sexual behaviour.

• Intervention strategies

o Prevention

The best way to prevent or lower the risk of lifestyle disease is to:

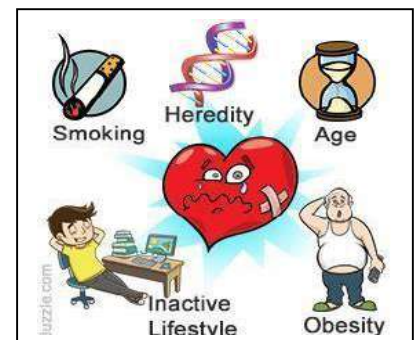
- Avoid

- Avoid the bad habits and behaviours that contribute to lifestyle diseases e.g. avoid lot of sugar and salt, avoid all tobacco products, etc.

- Abstain

The best way to prevent STIs is to abstain (restrain oneself from doing or enjoying something) from sexual intercourse or use condom properly every time you have sex.

- To prevent lung cancer, abstain from smoking.



- Adapt

- One may lower the risk of cancer by adapting (getting use to) your diet e.g. low meat intake or becoming a vegetarian, high in omega-3 fatty acids; fish is a rich source of omega-3, etc.

- **Intervention**

- Protect people from tobacco smoke, banning smoking in public area, raising taxes on tobacco and warnings about the danger of tobacco use.
- Educating people about healthy lifestyle, STIs including HIV, early detection, regular screening and visits to the clinic,
- Promoting testing for HIV
- Community awareness about nutrition and promoting backyard garden.
- Limiting access to alcohol, banning alcohol advertisement and raising taxes on alcohol
- Reducing salt intake and salt content food
- Replacing trans-fat in food with polyunsaturated fat.



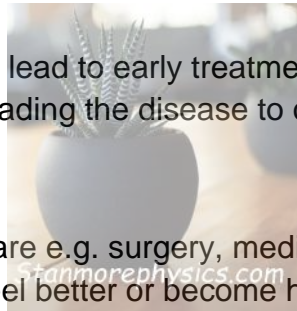
Control and Management

- If you control something, it means you manage it so that it does not become a crisis or disaster. For example:
- To avoid getting or to control the spread of TB you can -
 - open the windows and let fresh air comes into your home
 - help and encourage people to follow the treatment instructions and take their medication.
- To prevent heart attack or stroke if you have hypertension you can -
 - eat healthy e.g. less salt, less fats, et.
 - do regular physical exercise
 - lose weight
 - stop smoking
 - deal with your stress applying relaxation techniques.

○ Early Detection

The earlier disease is detected, the more likely it can be cured or managed properly. Early management can save life; prevent or delay serious complications.

- Screening test can be done to detect health problems even before symptoms happen; medical examinations and self-examination.
- For example, although hypertension is a chronic disease for which there is no cure, the earlier it is detected, the better the management will be.
- Another example is cancer, where there is good success rate of survival, with early detection.
- HIV testing can lead to early treatment of those who are infected and may prevent them from spreading the disease to others.



○ Treatment

Treatment is medical care e.g. surgery, medication and chemotherapy that deals with disease so that someone can feel better or become healthy again. The aim of treatment is to cure the disease, reduce or ease the symptoms.

- **Lifestyle changes**; changing diet, exercise, and taking part activities to reduce stress are recommended in combination with **medication** treatment
- It is important that people have access to treatment and continue taking their treatment because if the course of medication is interrupted e.g. **medication for TB and HIV**, they can develop resistance to drugs (decrease in effectiveness of medication) and cannot be treated with the said medication.

○ Care and Support

People who get the correct care and support continue their treatment programme.

- Clinic sister, social workers, psychologists and community support groups form part of care and support programme. Patients' needs are assessed and a care plan is created; education about the disease and referral to the right services and support group.
- Family
- Organizations are also involved in care and support e.g. South African National AIDS Council – testing and treatment.
- **Commitment to participate in physical activities for long-term engagement**
 - Long-term effects of participation

Committing to long-term participation in physical exercise helps prevent lifestyle diseases and has mental, emotional and social benefits.



- The physical, mental, social and emotional effects of long-term participation

Physical benefits (keeps your body healthy and strong)	Mental benefits (helps to keep your mind alert)	Social benefits (helps you to make friends and feel part of a group; contributes to nation- building)	Emotional benefits (helps you feel good about yourself and to cope with your stress and negative feelings)
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<ul style="list-style-type: none"> ○ Prevention of chronic diseases ○ Weight management ○ Stronger bones, joints and muscles ○ Protection from osteoporosis (bone disease) Better sleep habits and patterns ○ Reduced risk of heart attack and stroke ○ Increased protection from viral diseases ○ Prevention of diabetes ○ Prevention of cancers ○ Improved general health and fitness ○ Strong immune system ○ Improve ability to function in daily activities 	<ul style="list-style-type: none"> ○ Improved thinking, learning and judgement skills ○ Clears the mind ○ Helps to prevent mental diseases ○ Prevents negative thinking ○ Reduce stress ○ Growth of new brain cells in the areas of the brain responsible for memory and learning ○ A sense of well-being and achievement 	<ul style="list-style-type: none"> ○ Meeting people and making friends ○ Helps to integrate in a new situation ○ Prevents loneliness ○ Promotes social support ○ Decreases absenteeism at school/work ○ Improves teamwork and leadership skills ○ Promotes a spirit of co-operation ○ A sense of belonging 	<ul style="list-style-type: none"> ○ Increased chemicals in the brain that make you feel happy and relaxed ○ Feelings of self-worth improve ○ Improved the mood; laughing and keep you happy ○ Feel good about yourself ○ Prevents depression ○ Prevents stress ○ Improves physical appearance which enhances self-esteem and increases confidence
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HOW EXERCISE CAN BOOST BRAIN FUNCTION.

Studies show that making time for exercise can benefit mental health, relationships and lead to a healthier and happier life overall.

○ **Reduce Stress**

One of the most common mental benefits of exercise is stress relief. Working up a sweat can help manage physical and [mental stress](#). Exercise also increases concentrations of norepinephrine, a chemical that can moderate the brain's [response to stress](#). So, go ahead and

get sweaty -- working out can reduce stress and boost the body's ability to deal with existing mental tension. Win-win!

o **Boost Happy Chemicals**

Exercise releases endorphins, which create feelings of happiness and euphoria. Studies have shown that [exercise can even alleviate symptoms](#) of depression. For this reason, doctors recommend that people suffering from [depression or anxiety](#) (or those who are just feeling blue) to exercise frequently. From working out for just 30 minutes a few times a week can instantly [boost overall mood](#).

o **Improve Self-Confidence**

On a very basic level, physical fitness can boost [self-esteem](#) and [improve positive self-image](#). Regardless of weight, size, gender or age, exercise can quickly elevate a person's perception of his or her attractiveness, that is, [self-worth](#). [Exercising in the great outdoors](#) can increase self-esteem even more plus, all that Vitamin D acquired from soaking up the sun (while wearing sunscreen, of course!) can lessen the likelihood of experiencing depressive symptoms.

o **Alleviate Anxiety**

The warm and fuzzy chemicals that are released during and after exercise can help people with anxiety to calm down.

o **Boost Brainpower**

Various studies have shown that [cardiovascular exercise can create new brain cells](#) and [improve overall brain performance](#). Studies also suggest that a tough workout [increases levels](#) of a brain-derived protein in the body, believed to help with decision making, higher thinking and learning.

o **Sharpen Memory**

Regular physical activity boosts memory and ability to learn new things. Getting sweaty increases production of cells responsible for memory and learning. For this reason, research has linked children's [brain development](#) with level of physical fitness. A study showed that [running sprints improved vocabulary](#) retention also.

o **Help Control Addiction**

[Exercise can help in addiction recovery](#). Short exercise sessions effectively distract drug or [alcohol addicts](#), making them de-prioritize cravings (at least in the short term). Working out when on the wagon has other benefits, too. Alcohol abuse disrupts many body processes, including [daily tempos](#). As a result, alcoholics find they can't fall asleep (or stay asleep) without drinking. Exercise can help reboot the [body clock](#), helping people hit the hay at the right time.

o **Increase Relaxation**

For some, a moderate workout can be the equivalent of a [sleeping pill](#), [even for people with insomnia](#). Moving around five to six hours before bedtime raises the body's [core temperature](#). When the body temp drops back to normal a few hours later, it [signals the body that it's time to sleep](#).



o Get More Done

Feeling uninspired? The solution might be just a short [walk](#) or jog away. Research shows that those who take time for exercise on a regular basis are [more productive and have more energy](#) than their more sedentary peers.

o Tap into Creativity

A heart-pumping activity can [boost creativity](#) for up to [two hours](#) afterwards. Supercharge post-workout inspiration by exercising [outdoors](#) and interacting with nature. Next time you need a burst of creative thinking, [hit the trails for a long walk](#) or run to refresh the body and the brain at the same time.

o Inspire Others

Whether it's a pick-up game of soccer or just a run with a friend, exercise rarely happens in a bubble. And that's good news for all of us.

Even fitness beginners can inspire each other to push harder during a sweat session, so find a workout buddy and get moving!

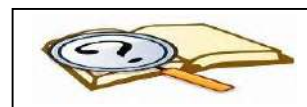
Working out can have positive effects gaining self-confidence, getting out of a funk, and even thinking smarter are some of the motivations to take time for exercise on a regular basis.

Source: Adopted from https://www.huffpost.com/entry/mental-health-benefits-exercise_n_2956099

Careers and career choices

- **Core elements of a job contract: worker rights and obligations; conditions of service**
 - o **Concepts**

KEY CONCEPTS	EXPLANATION
Employment contract	<p>A voluntary agreement between two parties in terms of which one party (the employee) places his or her personal services or labour potential at the disposal and under the control of the other party (the employer) in exchange for some form of remuneration which may include money and/or payments in kind.</p> <p>Also refer to contract of employment is a kind of contract used in labour law to attribute rights and responsibilities between parties</p>
Act	Law or piece of legislation
Obligations	Refers to duties and responsibilities; things you must do because these are the law, you have promised to them, or they are morally right.
Condition of service	Sets out the duties, responsibilities, hours of work, salary, leave and other privileges to be enjoyed by person employed.
Affirmative Action	Action taken to favour people who were discriminated in the work environment in the past.
Equity	Refers to fairness; equal opportunity and fair treatment in the workplace by eliminating unfair discrimination in any employment policy or practice.
Redress	A way to correct or fix something that is wrong or unfair.; correct or fix injustice experience by groups who have been disadvantaged in the past by developing skills of those who did not have the opportunities or making right what is wrong.
Principle	A <u>basic idea</u> or <u>rule</u> that <u>explains</u> or <u>controls</u> how something <u>happens</u> or <u>works</u> .
Designated groups	People from a certain groups; black people, women and people with disabilities
Recruitment / e-recruitment	Finding suitable people for a particular job. Recruitment on line.
Collective bargaining	People negotiating as a group.
Dismissal	Being fired from the job.



o Labour Laws

Over the past few years, the labour laws have changed; replaced with new versions. Here's all you need to know about this Act.

LEGISLATION	EXPLANATION
The Labour Relation Act (LRA)	<ul style="list-style-type: none"> ○ Address trade union matters, collective bargaining, dismissal law and labour disputes resolution. ○ Address unfair labour practices and provide key requirements for a fair dismissal ○ Gives code of good practice; guidelines to deal with issues such as HIV and AIDS, sexual harassment cases and trade union and employer organization registration.
The Employment Equity Act (EEA)	<ul style="list-style-type: none"> ○ Focuses on the removal of unfair workplace discrimination ○ Applies affirmative action - According to the Act, it is not unfair discrimination to promote affirmative action consistent with the Act or to prefer or exclude any person on the basis of inherent job requirement.
Basic Conditions of Employment Act	<ul style="list-style-type: none"> ○ Controls and standardize the basic conditions of employment ○ Covers the basic terms of employment

SUMMARY: LABOUR RELATIONS ACT (LLRC)

Objects of the Act:

The Labour Relations Act aims to promote economic development, social justice, labour peace and democracy in the workplace.

It sets out to achieve this by fulfilling the primary objectives of the Act, which are:

- To give effect to and regulate the fundamental rights conferred by section 27 of the Constitution, including the right to fair labour practices, to form and join trade unions and employer's organizations, to organize and bargain collectively, and to strike and lock out.
- To provide a framework for regulating the relationship between employees and their unions on the one hand, and employers and their organizations on the other hand. At the same time, it also encourages employers and employees to regulate relations between themselves.

- To promote orderly collective bargaining, collective bargaining at sectoral level, employee participation in decision-making in the workplace and the effective resolution of labour disputes.

Key Provisions:

Joining Organizations. [Chapter 2]

Strong trade unions and employer's organizations are necessary for effective collective bargaining. Collective bargaining is an important way of regulating industrial relations and of determining employees' wages and benefits.

In the past trade unions struggled to secure organizational rights (such as permission to enter a workplace or conduct union meetings there). This was a major hamstring for trade unions as this right is essential for building the capacity of trade unions to enable them to bargain more effectively.

The Act therefore sets out to strengthen trade union organization by supporting freedom of association rights, which enable employees and job seekers to participate freely in union activities, and by supporting organizational rights, which makes it easier for unions to organize employees.

The Act also makes sure that no obstacles exist that will prevent employers to join employers' organizations.

Even though employers' organizations do not have to register with the Department of Labour, they are advised to do so. If they do not register, there is no guarantee for members that there will be a proper constitution or control over finances. Registration provides some check on abuse, corruption and unconstitutional practices such as racism. It also affords certain rights to unions such as the right to participate in forming a federation of trade unions or a federation of employers' organizations and the right to conclude collective agreements.

If there is a dispute about the interpretation or application of any of the provisions in this chapter, then the party who alleges that a right has been infringed must prove the facts of the conduct. The burden then shifts to the party who engaged in that conduct to prove that the conduct did not infringe any provision of the chapter.

Organizing and Collective Bargaining [Chapter 3]

The Act provides for the following organizational rights:

** Trade union access to a workplace.*

This includes the right of unions to enter an employer's premises to recruit or meet members, hold meetings with employees outside their working hours and conduct elections or ballots among its members on union matters.

** Deductions from employees' wages of trade union subscriptions by the employer for the trade union.*

- * Election of trade union representatives at a workplace.

The more members the trade union has, the more representatives it can elect. These representatives can assist and represent employees in grievance and disciplinary proceedings, monitor the employer's compliance with labour laws, etc.

- * *Leave for trade union activities during working hours.*

Union representatives are entitled to reasonable time off with pay during working hours to perform their functions as union representatives, or receive training in the functions of union representatives.

Strikes and lock-outs. [Chapter 4]

The Act grants employees the right to strike. It also grants employers recourse to lock out employees. Some of the issues over which a strike or lock-out might be held are wage increases, a demand to establish or join a bargaining council, a demand for organizational rights, etc.

Strikes can be either protected or unprotected. If a trade union wants to embark on a protected strike, then certain requirements have to be met. One of the most important requirements is that the trade union must give the employer at least 48 hours' notice of its intention to embark on a strike action. If the employer is the State, then 7 days' notice is required.

Once a strike is protected employees may not be dismissed for going on strike, they may not get a court interdict to stop the strike, employees do not commit breach of contract by going on strike and employers may not institute civil proceedings against employees on strike.

Participation in workplace decision-making. [Chapter 3]

The Act provides three options for promoting centralised collective bargaining, i.e.:

- * ***Collective agreements***

Employers and a trade union can negotiate a collective agreement, providing for joint negotiations. The terms and conditions of the collective agreement will then apply only to the parties to the agreement and its members.

- * ***Bargaining Councils***

May negotiate agreements on a range of issues, including wages and conditions of work, benefits, training schemes, and disciplinary and grievance procedures. Council agreements may be extended to all employers and employees in the council's registered scope of representivity, as long as certain requirements are met.

- * ***Statutory Councils***

Is a weaker version of a bargaining council. While the parties to a statutory council can draw up agreements on wages and working conditions, these agreements cannot be extended to employers and employees outside the council. However, agreements on training schemes,

provident or pension funds, medical schemes and similar benefit schemes can be extended by the minister to cover all employers and employees in that sector.

Registering and managing organizations. [Chapter 6]

Provision of workplace forums is a major innovation in the Act. These forums are committees of employees elected by employees in a workplace. They will meet employers on a regular basis for consultation on workplace issues.

The general functions of workplace forums are to promote the interests of all employees (not just those of trade union members), to enhance efficiency in the workplace, to be consulted by the employer on certain matters and to participate in joint decision-making on other matters.

Settling disputes. [Chapter 7]

The Act fundamentally changes dispute resolution institutions and procedures. Procedures are planned to be simple and efficient. The Act promotes private procedures negotiated between parties for the resolution of disputes.

It establishes an independent body, the Commission for Conciliation, Mediation and Arbitration (CCMA), which will actively seek to resolve disputes through conciliation and arbitration. It also establishes new courts, namely the Labour and Labour Appeal court, which are the only courts which can hear and decide labour disputes arising from 11 November 1996, and which have more authority and power than the previous courts.

Unfair treatment in the workplace. [Chapter 8]

The Act provides for the regulation of unfair treatment in the workplace via a provision on unfair labour practices. In terms of the Act the following treatments amount to unfair labour practice, i.e.:

- * Discrimination against employees or applicants for employment.
- * Discrimination based on any arbitrary reason, e.g. race, gender, sex, etc.

Discrimination can be either direct (e.g. employer refuses to pay a woman doing the same job as a man the same wage just because she is a woman. It can also occur in an indirect manner, (e.g. employer rules that employees who are absent from work for longer than 30 days in a year will not get a bonus).

Treatment will however not amount to an unfair labour practice where the employer applies an affirmative action policy or where he discriminated on the ground of the inherent requirements of a particular job.

Discipline and Dismissals. [Chapter 9]

The Act provides three grounds on which an employer may dismiss an employee, i.e. where the employee is guilty of misconduct, for incapacity and for operational reasons (retrenchment). Dismissal must however be the last resort for an employer. In order for a dismissal to be valid, it has to be fair both in terms of substance and procedure. In other words, the dismissal must be for a substantive reason such as breaking a rule of conduct in the workplace where the rule

was valid and reasonable, the employee knew about the rule, the employer applied the rule consistently and dismissal is the appropriate step to take against the employee.

Even if there are very good substantive reasons for a dismissal, an employer must follow a fair procedure before dismissing the employee. This requires the employer to conduct an investigation into the alleged misconduct. The employer must inform the employee of the investigation, the union should be consulted before the inquiry commences, the employee should be given adequate time to prepare his or her response to allegations levelled against him or her and the employee has the right to be assisted by a shop steward or other employee.

An employee, who feels that he or she has been unfairly dismissed, can lodge a complaint with the Commission on Conciliation, Mediation and Arbitration (CCMA). If a dispute remains unresolved, the employee may refer it to arbitration where it concerns misconduct or incapacity or to the Labour Court where it concerns retrenchment. The employee only has to prove the dismissal and then the onus shifts to the employer to prove that the dismissal was for a fair reason.

The Commission or Labour court can either order reinstatement of the employee, pay from the date of dismissal until the last day of the court or arbitration proceedings if the dismissal is only procedurally unfair, up to two years' wages for automatically unfair dismissals and a maximum of one years' wages if the unfair dismissal is for misconduct, incapacity and retrenchments.

Obligations imposed by the Act

1. Employer

In terms of the organizational rights of registered trade unions, the employer is obliged to grant to trade union representatives access to its premises in order to recruit members or communicate with members or otherwise serve members' interests. The Act also obliges the employer to grant leave of absence to trade union representatives to carry out the work of the union. Where an employee joins a trade union and authorizes the employer to deduct membership fees, the employer is obliged to make such deductions as soon as possible and must then remit the membership fees to the relevant trade union. The employer is also obliged to disclose to a trade union representative any relevant information that will enable the representative to perform his or her functions effectively. *[Chapter 3]*

2. In terms of dismissal of employees, the Act obliges the employer to follow a fair procedure. This includes the requirements that the employer should conduct investigations into alleged cases of misconduct, inform the employee of the investigation, consult the union before the inquiry commences, give the employee adequate time to prepare his or her response to allegations levelled against him or her and the informing the employee of his or her to be assisted by a shop steward or other employee *[Chapter 9]*

Employers are also obliged to keep records of any collective agreements, arbitration awards or wage determinations.

3. Employee

In terms of the registration of trade unions, the Act obliges trade unions to keep proper records of its income, expenditure and liabilities. To this end, financial statements have to be prepared within six months after the end of each financial year.

4. Registered trade unions are also obliged to keep a list of its members, the minutes of any meetings held and the ballot papers for a period of three years. They must also provide the Registrar of Labour Relations with financial reports, lists of members, changes of addresses, information on the election of its office bearers etc. *[Chapter 6: Part A]*

5. Registrar of Labour Relations

The Act makes provision for the appointment of a Registrar of Labour Relations. It obliges the registrar to keep a register of registered trade unions, registered employers' organizations, federations of trade unions, federations of employers' organizations and councils. If a new entry is made or removed from the register, the Registrar must give notice thereof in the Government Gazette within 30 days of the entry or deletion *[Chapter 6: Part C]*.

Source: <http://pmg-assets.s3-website-eu-west-1.amazonaws.com/docs/2000/appendices/000229LRASummary.htm>

Summary: Employment Equity Act

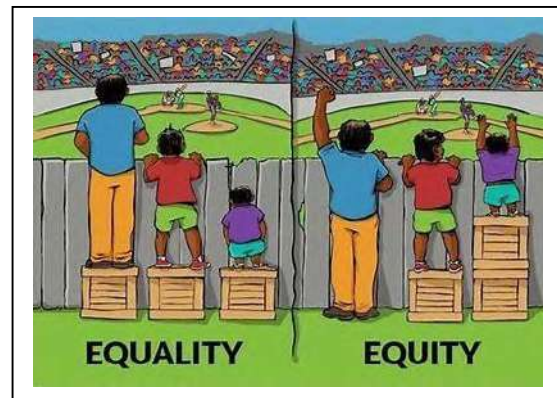
South Africa is one of the most culturally, racially and economically diverse countries in the world. To ensure that everyone enjoys equal opportunity and fair treatment in the workplace, [the Employment Equity Act, No 55 of 1998](#) was enacted into law.

[The Employment Equity Act](#) protects you, and your rights, from any form of discrimination by your employer. Here's all you need to know about this Act.

What is the Employment Equity Act?

[The Employment Equity Act](#) is the law that promotes equity in the workplace, ensures that all employees receive equal opportunities and that employees are treated fairly by their employers. The law protects you from unfair treatment and any form of discrimination. The law states that your employer can't discriminate against you directly or indirectly through employment policy or practice on the grounds of:

- race,
- gender,
- pregnancy,
- marital status,
- family responsibility,
- ethnic or social origin,
 - colour,
 - sexual orientation,
 - age,
 - disability,
 - religion,
 - HIV status,
 - conscience,
 - belief,
 - political opinion,
 - culture,
 - language, and
 - birth.



The law aims to redress injustices of the past by implementing [affirmative action](#) measures. According to the legislation, it isn't unfair discrimination to promote affirmative action consistent with the Act or to prefer or exclude any person on the basis of an inherent job requirement.

The purpose of the Employment Equity Act

The purpose of the Act is to achieve equity in the workplace, by:

- Promoting equal opportunity and fair treatment in employment through the elimination of unfair discrimination.
- Implementing affirmative action measures to redress the disadvantages in employment experienced by designated groups (A designated group means black

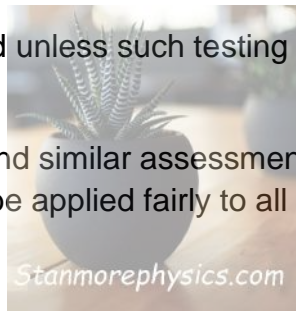
people, women, or people with disabilities) to ensure their equitable representation in all occupational categories and levels in the workforce.

- The act applies to all employees and employers, except to the South African National Defence Force, National Intelligence Agency, and South African Secret Services.
- The act also protects employees from unfair medical testing and evaluation, it states:

Medical testing of an employee is permissible only when legislation requires testing or when this is justifiable for various reasons.

HIV testing is prohibited unless such testing is determined to be justifiable by the Labour Court.

Psychological testing and similar assessments are prohibited, unless the test is scientifically valid and reliable, can be applied fairly to all employees, and isn't biased against any employee or group.



Application of the Act

According to the legislation the act applies to:

- a. Chapter II (sections 5 – 11) all employers and employees.
- b. Chapter III (sections 12 – 27) applies to designated employers.
- c. A designated employer means an employer who employs 50 or more employees or has a total annual turnover as reflected in Schedule 4 of the Act, municipalities and organs of state. Employers can also volunteer to become designated employers.
- d. A designated group means black people, women, or people with disabilities.
- e. The South African National Defence Force, National Intelligence Agency, and South African Secret Services are excluded from this Act.

What's the responsibility of the employer to ensure that the EEA is being implemented?

A designated employer must prepare and implement a plan to achieve employment equity, which must:

- have objectives for each year of the plan,
- include affirmative action measures,
- have numerical goals for achieving equitable representation,
- have a timetable for each year,

- have internal monitoring and evaluation procedures, including internal dispute resolution mechanisms, and
- identify persons, including senior managers, to monitor and implement the plan.

What can you do if you were unfairly dismissed or discriminated against?

- An employee, or applicant for employment, may refer a dispute concerning alleged unfair discrimination (or medical or psychological testing) to the CCMA for conciliation. This must be done within 6 months of the alleged discrimination (or testing).
- If a dispute isn't resolved at conciliation, a party may refer it to the Labour Court for adjudication. The parties to a dispute may also agree to refer the dispute to arbitration.
- Unfair dismissal disputes in which unfair discrimination is alleged must be dealt with in terms of the Labour Relations Act. The dismissal must be referred to the [CCMA within 30 days](#).

Source: <https://www.westerncape.gov.za/general-publication/employment-equity-act-summary>

❖ Summary:

The Basic Conditions of Employment Act (BCEA) 2020

[Department of Labour \(National\)](#) (The Government of South Africa)

South African workers and employers enjoy many rights, thanks to the [Basic Conditions of Employment Act](#). From leave days to the termination of your employment and more, here's all you need to know about this Act.

Who does the Act apply to?

The Act applies to all workers and employers except members of the National Defence Force, National Intelligence Agency, South African Secret Service and unpaid volunteers working for charities.

Working hours

This section doesn't apply to:

- senior managers (those who can hire, discipline and dismiss workers)
- sales staff who travel
- workers who work less than 24 hours a month
- those doing emergency work are excluded from certain provisions.

Ordinary hours of work

You must not work more than:

- 45 hours in any week.
- 9 hours a day if a worker works 5 days or less a week.
- 8 hours a day if a worker works more than 5 days a week.

Compressed work week

You may agree to work up to 12 hours a day without paid overtime. This agreement must be in writing. When working a **compressed working week**, workers can't work more than 45 hours a week, 10 hours' overtime or 5 days a week.

Averaging

A collective agreement may allow your **working hours** to be averaged over a period of up to 4 months. Agreeing to this, a worker can't work more than an average of 45 ordinary hours a week and 5 hours of overtime a week. A collective agreement for averaging must be re-negotiated each year.

Overtime hours

- If overtime is needed, you must agree to it and may not work for more than 12 hours a day or more than 10 hours overtime a week.
- Please note that a collective agreement can be made to increase this to 15 hours a week, but only for up to 2 months a year.

Pay for overtime

- Overtime must be paid at one-and-a-half (1.5) times of your normal hourly pay rate.
- You and your employer may also agree to paid time off instead of extra pay or a combination of time off and paid overtime.


Meal breaks and rest periods

- You must have a meal break of 60 minutes after 5 hours' work. A written agreement may lower this to 30 minutes and do away with the meal break if you work less than 6 hours a day.
- You must have a daily rest period of 12 continuous hours and a weekly rest period of 36 continuous hours. Unless otherwise agreed, this must include Sundays.

Sunday work

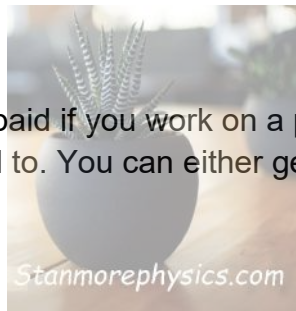
- If you sometimes work on a Sunday, you must get double pay. If you normally work on a Sunday, you must be paid one-and-a-half (1.5) times the normal wage. There may be an agreement for paid time off instead of overtime pay.

Night work

- 
- Night work is unhealthy and can lead to accidents. If you work between 18:00 and 06:00 you must get extra pay (allowance) or be able to work fewer hours for the same amount of money.
 - Transport must be available to the workers.
 - If you usually work between 11pm and 6am, you must be told of the health and safety risks. You're entitled to regular medical check-ups, paid for by your employer. You must be moved to a day shift if night work develops into a health problem. All medical examinations must be kept confidential.

Public holidays

- You must be paid if you work on a public holiday and you're only allowed to work if you've agreed to. You can either get paid double your normal wage or negotiate time off work.



Leave

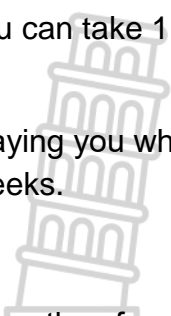
Annual Leave

- You can take up to 21 continuous days' annual leave or, by agreement, 1 day for every 17 days worked or 1 hour for every 17 hours worked.
- Leave must be taken by no later than 6 months after the end of the annual leave cycle. You can only get paid for any leave outstanding when you leave the job.

Sick Leave

- You can take up to 6 weeks' paid sick leave during a 36-month cycle.
- During the first 6 months of starting at a company, you can take 1 day's paid sick leave for every 26 days you've worked.
- An employer may want a medical certificate before paying you when you're sick for more than 2 days at a time or more than twice in 8 weeks.

Maternity leave

- 
- If you're pregnant, you can take up to 4 continuous months of maternity leave.
 - You can start your maternity leave any time from 4 weeks before the expected date of birth or on a date a doctor/midwife says is necessary for your health or that of your unborn child.
 - You may work for 6 weeks after the birth of your child unless a doctor or midwife has advised you to.

- A pregnant or breastfeeding female worker isn't allowed to perform work that's dangerous to her or her child.

Your rights as a working breastfeeding mom

- When you return to work from maternity leave, you can ask your manager or supervisor for space where you can breastfeed or express milk.
- According to the Code of Good Practice on the protection of employees during pregnancy and after the birth of a child, arrangements should be made for you to have 2 breaks of 30 minutes per day for breastfeeding or expressing milk. This should be arranged for every working day for the first 6 months of your child's life.
- A toilet isn't a safe or hygienic space to express milk. Try to get a clean and private space for you to express milk or breastfeed.

Paternity leave

- Fathers are entitled to 10 consecutive days unpaid paternity leave. You will have to claim from the Unemployment Insurance Fund (UIF) for those unpaid days.
- This is applicable to fathers who adopt a child under 2 years old. This leave can be taken from the date that the adoption order is given or when the child is placed in the care of the adoptive parents.
- The employer should be notified in writing when the leave will be taken unless you're unable to do so.

NOTE: Please confirm with your Human Resources department if your company has adopted the 10-day paternity leave and the conditions attached to it.

Family responsibility leave

If you're employed full-time for longer than 4 months, you can take 3 days' paid family responsibility leave per year when your

- child is born
- child is sick
- or for the death of your spouse or life partner, parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling.

NOTE: An employer may want reasonable proof of the birth, illness or death for which the leave was taken.

Job information and payment

Employers must give new workers information about their job and working conditions in writing. This includes all the terms of conditions of employment and a list of any other related documents.

Minimum wage

- Minimum wage is the lowest wage that an employer should pay to a worker. As from the 1st of January 2019, no worker may be paid below the national minimum wage which is currently set at R20 an hour.
- Your minimum wage is determined by the sector you work in.

Keeping records

Employers must keep a record of at least:

- Your name and job.
- Time worked
- Money paid
- Date of birth for if you're under 18 years old.
- Payment



An employer must pay you:

- In South African money.
- Daily, weekly, every two weeks or monthly.
- In cash, cheque or direct deposit.
- With a payslip.

Each payslip must include:

- The employer's name and address.
- Your name and job.
- The period of payment.
- Your pay.
- The amount and purpose of any deduction made from the pay.
- The actual amount paid to you.



The pay slip must also include:

- Ordinary pay rate and overtime pay rate.
- The number of ordinary and overtime hours worked during that period of payment.

- The number of hours worked on a Sunday or public holiday during that period.
- The total number of ordinary and overtime hours worked in the period of averaging if there's an averaging agreement.

Approved deductions

An employer may not deduct any money from your pay, unless:

- You've agreed in writing.
- The deduction is required by law or permitted in terms of a law, collective agreement, court order or arbitration award.

Termination of employment Notice

You or your employer must give notice to end an employment contract of not less than:

- 1 week, if employed for 6 months or less.
- 2 weeks, if employed for more than 6 months but not more than one year.
- 4 weeks, if employed for 1 year or more.
- The notice must be in writing, except for a worker who can't write. If you can't write, you can give verbal notice.

If you live in premises owned by your employer, you must be given 1 months' notice to leave or be given another place to live until the contract is lawfully ended.

Even if you're given notice to leave the premises where you're living, you can still challenge the dismissal using the Labour Relations Act or any other law.

Severance pay

An employer must pay you if you're dismissed due to retrenchment or restructuring, at least 1 week's severance pay for every year of continuous service.

You're not entitled to severance pay if you unreasonably refuse other employment with the same employer or with another employer.

Certificate of service

You must be given a certificate of service when you leave a job.

Child labour and forced labour

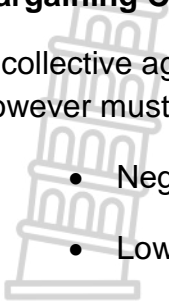
- It is against the law to employ a child under 15 years old.
- Children under 18 may not do dangerous work or work meant for an adult.
- It is against the law to force someone to work.

Variations of Basic Conditions of Employment

Bargaining Council

A collective agreement concluded by a bargaining council can be different from this law. It however must not:

- Negatively affect workers' health and safety, and family responsibilities.
- Lower annual leave to less than 2 weeks.
- Lower maternity leave in any way.
- Lower sick leave in any way.
- Lower the protection of night workers.
- Allow for any child labour or forced labour.



Other agreements

Collective agreements and individual agreements must follow the Act.

The Minister

The Minister of Labour may decide to vary or exclude a basic condition of employment. Employers or employer organizations can also apply to do this.

Sectoral determinations

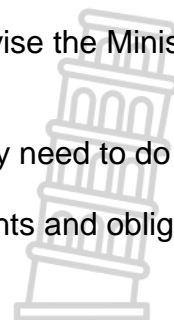
Special rules that still abide by this Act can be made for specific sectors to establish basic conditions for workers in a sector and area.

Employment Conditions Commission

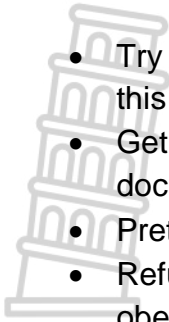
This Act allows the Employment Conditions Commission to advise the Minister of Labour, Monitoring, Enforcement and Legal Proceedings.

Inspectors play an important role in implementing this law. They need to do the following:

- Advise workers and employers about their labour rights and obligations.
- Inspect, investigate complaints.
- Question people.
- Inspect, copy and remove records.
- Serve a compliance order by writing to the Director-General of the Department of Labour, who will then look at the facts and agree, change or cancel the order.



This Act overrides any agreement or contract you may have signed with your employer or worker and it is important that you take note of the following key points. It is a crime to:



- Try to prevent, block or influence a labour inspector or any other person obeying this Act.
- Get or try to get a document by stealing, lying or showing a false or forged document.
- Pretend to be a labour inspector or any other person obeying this Act.
- Refuse or fail to answer questions from a labour inspector or any other person obeying this Act.
- Refuse or fail to obey a labour inspector or any other person obeying this Act.

Note: If a worker works more than 24 hours a month, a worker is a full time worker and protected by the Basic Conditions of Employment Act.

Where to get help

If you need to make a complaint or have a question, contact the provincial [Department of Labour](#) office.



Source <https://www.westerncape.gov.za/general-publication/basic-conditions-employment-act>

Core Elements of a job contract

The core elements of job contract are workers' rights, workers obligations and conditions of service which are all determined and protected by legislation.

The Basic Condition of Employment Act (BCEA), 75 of 1997 sets out the **core elements** (refers to **conditions of service**). The basis of employment contracts can be found in Section 13 of the South African Constitution.

Employment contract contain numerous vital elements on which the employment is based and are useful for employers to know before they decide to draw up the document. An employer needs an employment contract that protects him and his business, while ensuring a suitable work environment for his employee. When both interests are served in fair manner, both the company and the employee reap benefits. Providing an employment contract essentially replaces the standard hiring understanding between employer and employee.

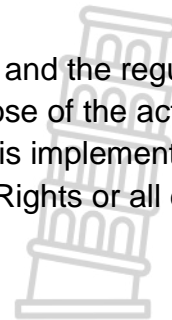
- **Conditions of service**

- Companies and jobs are not the same and they will have different conditions of service. Conditions of service includes things like the number of hours you will be expected to work (normally 40 hours per week) as well as the amount of leave you will be able to take every year. All of the conditions of service should be covered in your employment contract.
- Depending on your job and responsibility within a company your conditions of service will also indicate items like disciplinary procedures for e.g. constant late

coming for work, absent without valid reason or any other form of non-compliance with company policy.



- All the conditions of service are covered in the Basic Conditions of Employment Act and each company should set their conditions of service in line with this law.
- This act or law will protect you and your employer from taking advantage of each other or of practising unfairness in the workplace.
- In order to protect you, your conditions of service should also indicate the policies and procedures in case of grievances in your company.
- Labour laws:
 - As a result of South Africa's apartheid past, job reservation and the segregation and exploitation of workers, South African labour is ruled by four major acts or laws. They are the Labour Relations Act, the Basic Conditions of Employment Act, the Employment Equity act and the Skills Development Act. These laws were designed to protect the rights of workers and employers and all of them will affect you directly when you start working or looking for a job. (These laws do not apply to members of the South African Secret Service, the National Intelligence Agency or the National Defence force members). All these laws can be found on the website of the Department of Labour. (www.labour.gov.za)
 - All laws have an introduction. This refers to the reason for making and implementing the law and to whom it applies or who is excluded from it. The next part will refer to the "rules" made by the law. It will end by saying how to solve problems.
 - Labour Relations Act (LRA) (as amended in 2002)
 - The Labour Relations Act covers all the inter action between employers and employees. The act applies to all employers, workers, trade unions and employers' organisations.
 - Labour relations are controlled by the government and the regulations it lays down working conditions for employers. The purpose of the act is to make sure that Section 27 of the Constitution of South Africa is implemented in the work place. The act makes sure that the Constitutional Rights of all employers and employees are adhering to.



Source <https://smallbusiness.chron.com/basic-elements-employment-contract-15518.html>

- **Labour issues: Workers rights. Laws and Acts**

- o **Workers' Rights**

Workers and Employers rights are protected in the Labour Relations Act (LRA). Workers' rights in South Africa are outline in the Bill of Rights or Section 27 of the Constitution of the Republic of South Africa.



Workers' rights in South Africa	Employers rights in South Africa
<ul style="list-style-type: none"> o The right to choose your own trade, profession or occupation. o The right to fair labour practise o The right to join a union o The right to be part of the program and activities arranged by the Union. o The right to strike o To keep to the agreement in the job contract. o Give the employer value for his money by being productive during working hours and not stay away without a valid reason. 	<ul style="list-style-type: none"> o The right to join an employer's organization o The right to be part of the program and activities arrange by the employers' organizations. o To keep to the agreement in the job contract. He cannot change the conditions of employment without consulting the employee. o Not to engage in unfair labour practice o To arrange his business practices according to the labour law of the country. o To apply Affirmative action o To apply the Equity act in the work place

- **Principles of equity and redress**

- The history of South Africa's labour practices has been known by inequality and exploitation; division between black and white, male and female. Skills development and employment equity did not exist e.g. most black women worked on farms or as domestic works with few rights.
- The employment Equity Act contains the principles of equity and redress. This is achieved when everybody has the same opportunities and everybody is treated fairly.

- o **Principle of Equity**

The principle of giving extra job opportunities or advantages to people who have traditionally been treated unfairly because of their race, gender, sexual orientation physical differences, marital status, disability, religion, HIV status, belief, political opinion, culture, language and birth.

o Principle of Redress

The principle which deals with rectifying the wrongs or injustices of the past, making right the current wrong and restoring fairness in South African work place.

- There is an effort to redress the disadvantages of the past and to promote previously disadvantaged people like women and disable people.

o What is the difference between employment equity and affirmative action?

- **Affirmative action** deals with equal employment opportunities and equal representation in all occupation groups and levels in the workplace.
- **Employment equity** has to do with the numbers of workers from different groups in the workplace. Equity is achieved through affirmative action.

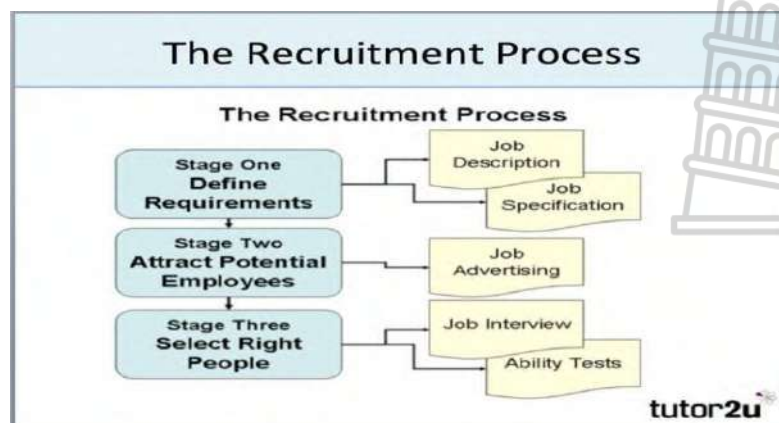
• What does the law say about Affirmative Action?

- Affirmative action are measures intended to ensure that suitably qualified employees from designated groups have equal employment opportunity and are equitably represented in all occupational categories and levels of the workforce.
- Measures for affirmative Action includes: identifying and elimination of barriers that affect designated groups, measures to promote diversity, training of designated group and preferential treatment to ensure equal representation in the work place.

• Recruitment process: general trends and practices.

- Recruitment refers to the process of getting the right person to apply for the job in a company. The aim of recruitment is to get a number of qualified or skilled people to apply for a particular job or vacancy.
- The recruitment process should be fair, confidential, promote diversity and achieve equity in the workplace.

o See the exemplar diagram below for detail about the process.



Work ethics and societal expectations



- **Work ethics**

- Deals with a worker's attitude towards his or her job and employer. You can compare it with your attitude towards your school and your responsibility towards your schoolwork. It involves attitudes, behaviour, respect, honesty, accountability, communication and interaction with other people. It can be compared with the effort you take to study, how you respect your teachers and fellow students and make your school a better place.
- Good work ethics will refer to your positive attitude and commitment to your work or in your case your school.
- Work ethics demonstrate the decisions you make about what is right and acceptable against what is wrong and unacceptable.
- Work ethics come from within a person and give others a picture of your values, culture and upbringing.
- People with good work ethics are likely to keep their jobs and make a success at work. They will also benefit from their good ethics by coming in line for promotion.
- The skills of having good work ethics are referred to as soft skills e.g. the willingness to learn and to be taught by a senior or supervisor, the ability to get along with other workers well, the behaviour and attitude of the worker towards the company, being on time and being at work without taking leave or sick leave unnecessary or without proper reason.
- Good work ethic is the most important skill in keeping a good job. Good work will start the moment you apply for a job. You will show this by putting in a neat, complete and well organized application without any mistakes.
- When you start a new job, the first thing your supervisor will notice is the time you arrive and leave your work. It will also show in the way you dress for work, volunteer for new tasks, cooperate with other workers and contribute with new ideas to the company you work for. You will have an attitude of what can I offer the company instead of what can the company offer me.



Work Ethics and Societal expectation

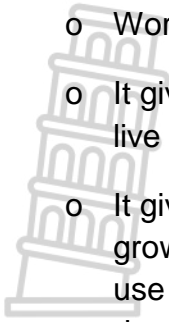


- Societal expectation refers to what the society and people in your community expect of other people sharing the community with them. It is about how people expect other people to behave and how to treat each other.
- It can almost be compared with our basic human rights in our constitution. Rights like the right to be treated with respect, to be safe, to be treated with dignity and not judged unfairly. It also refers to our environment and the way we expect others to treat the environment we share and protect for the future.
- When you enter the world of work people in the workplace will have certain expectations of you and the way you behave. Each society and community will have its own expectations based on the culture, values and religion of the society. When you apply for a job, you should make sure your personal values and beliefs fit in with the expectations of the society.



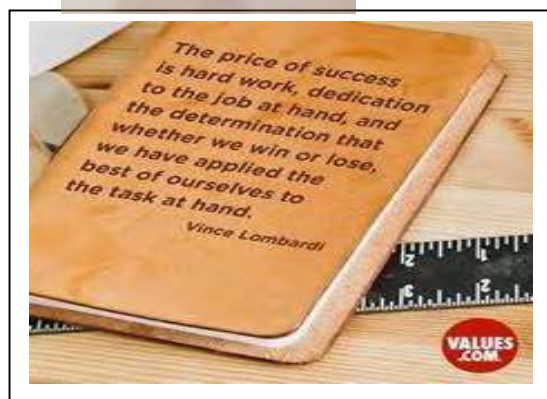
- **The value of work**

- o Work is not only earning money.
- o It gives us purpose and meaning and help us to live a fulfilled life (satisfied, contented and happy).
- o It gives meaning to life because: it allows you to grow and develop, gives you a purpose and goals, use your talents and abilities and as you grow and develop you reach self-actualisation (achieve potential), which is where you come to find a meaning to life.



Intrinsic vs. Extrinsic Work Values	
Intrinsic Values	Extrinsic Values
<ul style="list-style-type: none">➤ Interesting work➤ Challenging work➤ Learning new things➤ Making important contributions➤ Responsibility and autonomy➤ Being creative	<ul style="list-style-type: none">➤ High pay➤ Job security➤ Job benefits➤ Status in wider community➤ Social contacts➤ Time with family➤ Time for hobbies

- o We find values of work only if we have passion; a love for the work and enjoy doing it because we correct career.
- have chosen our right or

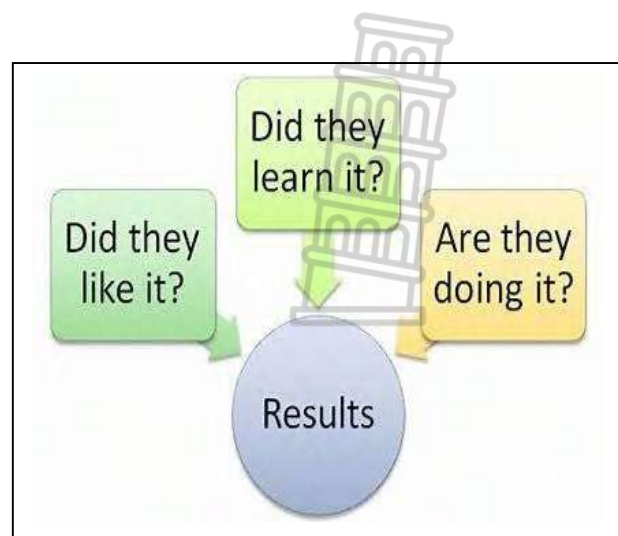


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- www.jobsearch.about.com
- www.gtegypt.org



INFORMAL ASSESSMENT



❖ INFORMAL ASSESSMENT 1: MATCHING COLUMN

QUESTION 1: Choose a description from COLUMN B that matches an item in COLUMN A. Write only the letter (A–H) next to the question number (1.3.1–1.3.5), for example 1.3.6 J.

COLUMN A: ITEMS	COLUMN B: DESCRIPTIONS
<div>1.1 Recruitment</div> <div>1.2 Work ethics</div> <div>1.3 Employment contract</div> <div>1.4 Interview</div> <div>1.5 Human resource department</div>	<div>A a set of principles that protects employers and employees by giving guidance on conditions of work, health and safety in the working environment</div> <div>B responsible for the workforce, determines labour demand, labour availability, selection and training of employees</div> <div>C represents its members and aims to improve working conditions and payment</div> <div>D a set of principles and norms which guides an employee's behaviour</div> <div>E the process of attracting applicants who have the knowledge, skills and ethics to help an organisation to achieve its mission</div> <div>F the process of observing the work that a person does at the workplace for a limited period with the purpose of getting to know what the job is about</div> <div>G a mutual agreement on workplace expectations for the employer and employee</div> <div>H a meeting during which a potential employee is evaluated by an employer for possible employment in the company</div>

(5x1) (5)

QUESTION 2: Indicate whether the following statements are TRUE or FALSE. Write only 'true' or 'false' next to the question number (1.2.1–1.2.4). **Give a reason if the statement is FALSE.**

2.1 A job contract can be open to negotiation and renegotiation if both parties are willing, but the contract should include certain core elements.

2.2 The purpose of the Basic Conditions of Employment Act, 1997 (Act 75 of 1997) is to achieve equality in the workplace by implementing affirmative action measures to redress disadvantages in employment.

2.3 You may encounter certain tax obligations as an entrepreneur, for example you must have a payroll system if you employ people.

2.4 Creative thinking involves judging the causes of a problem.

[6]

INFORMAL ASSESSMENT 3: SHORT QUESTIONS

QUESTION 3: Answer the following questions by writing the answer next to the question number (3.1–3.3) in your answer sheet.

3.1 State the chronic disease that affects glucose levels in the blood. (1)

3.2 The process of observing the work that a person does at a workplace for a limited period with the purpose of getting to know what the job is about. (1)

3.3 A meeting during which a potential employee is evaluated by an employer for possible employment in the company. (1)

[3]

INFORMAL ASSESSMENT 4: MULTIPLE CHOICE QUESTIONS Question 4: Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (4.1–4.5), for example, 4.6 D.

4.1 One physical benefit of long physical participation includes:

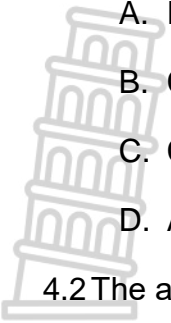
A. Increase chemicals in the brain that make you happy and relaxed.

B. Growth of new brain cells in the areas of the brain responsible for memory and learning.

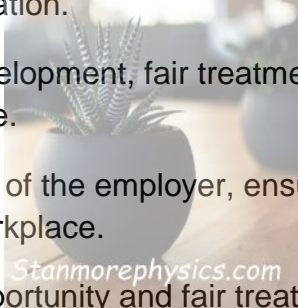
C. Improves physical appearance which enhances self-esteem and increases confidence

D. Improve ability to function in your daily activities.

4.1 Sets out the duties, responsibilities, hours of work, salary, leave and other privileges to be enjoyed by person employed.

- 
- A. Employment Contract
 - B. Collective bargaining
 - C. Condition of service
 - D. Affirmative action


4.2 The aim of the Employment Equity Act, 55 of 1998 is to promote...

- 
- A. control and standardise collective bargaining, good codes of practice and fair discrimination.
 - B. skills development, fair treatment, labour peace and fair discrimination in the workplace.
 - C. the rights of the employer, ensure health and safety and promote fair discrimination in the workplace.
 - D. equal opportunity and fair treatment in the workplace and protect workers and job seekers from unfair discrimination.

4.3 Treatment for hypertension as a lifestyle disease includes taking prescription medication and...

- A. following a low-salt diet.
- B. drinking lots of energy drinks.
- C. following a high-salt diet.
- D. following a high-protein diet.

4.4 People who practice unsafe sexual behaviour are at risk of HIV and ...

- 
- A. prostate cancer, hypertension, diseases of the heart.
 - B. hypertension, diseases of the heart, cancer of the liver.
 - C. cervical cancer, syphilis, gonorrhea.
 - D. hypertension, cancer of the lungs, heart disease.

(5x1) (5)

INFORMAL ASSESSMENT 5: SOURCE-BASED

QUESTION 5: Read the extract below and answer the questions that follow.

Reasons for Lack of Exercise in Teens

Approximately 50 percent of young South Africans aged 12 to 21 lack a regular, vigorous activity routine, according to the Centres for Disease Control and Prevention. Children and teens need regular exercise for strong muscles and bones, fewer health problems and a reduced risk for obesity. Identifying the exercise barriers that keep your teen from being active allows you to help her become more physically fit.

A decrease in the amount of physical education time in schools contributes to less teen exercise. According to the Centres for Disease Control and Prevention, about 19 percent of teens in high school participate in a daily physical education class lasting at least 20 minutes. If PE class is the primary source of exercise for a teen, he/she does not get enough regular daily exercise. In some cases, teens are able to opt out of PE or are only required to take it during certain school terms, meaning he/she could go for long stretches of time without any exercise during the school year.

Like adults, teens often lack the motivation or desire to exercise. If physical fitness hasn't been a valued activity in the family, a teen is less likely to put forth the effort or find the motivation to exercise.

By Shelly Frost Sept. 11, 2017



3.1 Name any **THREE** lifestyle diseases that can occur as a result of minimal or lack of physical exercise. (3)

3.2 Apart from schools, explain how local government (municipalities) can involve teens in physical activities? (1x2) (2)

3.3 Discuss **THREE** factors that may prevent teens from taking part in regular physical activity. (3x2) (6)

3.4 Suggest **TWO** ways in which schools can motivate learners to attend Physical Education classes. (2x2) (4)

[15]

INFORMAL ASSESSMENT 6: ESSAY WRITING

QUESTION 4:

Read the extract below and answer the question that follows.

Recruitment processes
The recruitment, selection and development of suitable candidates are crucial strategic functions to ensure the competitiveness of corporate and public sector organisations
Anon

Write a short essay on the recruitment process using the following as a guideline:

- Define the term *recruitment process* and explain the importance of such a process. (1+2) (3)

- Downloaded from Stanmorephysics.com
- Describe **THREE** actions which will ensure that your job application is accepted. (3x2) (6)
 - Explain **ONE** way in which **EACH** of the following labour acts creates a fair working environment;
 - The Labour Relations Act (LRA), 1995 (Act 66 of 1995)
 - The Employment Equity Act (EEA), 1998 (Act 55 of 1998)
 - The Basic Conditions of Employment Act (BCEA), 1997 (Act 75 of 1997) (3x2) (6)

[15]

INFORMAL ASSESSMENT 5: PARAGRAPH WRITING

QUESTION 6: Read the extract below and answer the questions that follow.

Lifestyle Diseases in South Africa

A survey conducted by the Human Science Research Council (HSRC) warns that "South Africa is heading for a disaster" if the number of people living with "chronic diseases of lifestyle" does not change.

Globally 2.1 billion people are overweight or obese, or just over 30% of the world's population – however, the situation is much worse in South Africa, according to new statistics published by Discovery Vitality.

"The big picture is worse in South Africa. Nearly 70% of South African women and 31% of South African men are overweight or obese," said Dr Craig Nossel, head of Wellness at Vitality.

Adapted from <https://businesstech.co.za/news/lifestyle/331389/heres-how-many-south-africans-are-overweight-according-to-discovery/> Retrieved on 12 May 2020

Write paragraphs on lifestyle diseases in which you include the following...

- Mention **THREE** possible causes for the increase of chronic diseases in South Africa. (3x1) (3)
- According to the passage: "There was a higher prevalence of obesity in women than in men." Briefly discuss **THREE** reasons why you think women in today's society could be more obese than men. (3x2) (6)
- Identify **TWO** intervention strategies that have been put in place by the government to address lifestyle diseases. Explain one positive and one negative impact that each strategy has on society. (2x3) (6)

[15]

INFORMAL ASSESSMENT: PARAGRAPH WRITING

QUESTION 7: Read the extract below and answer the questions that follow.

Work ethics

Many job seekers struggle though to understand that work ethic is more than just an innate mix of a good family upbringing and personal qualities, but rather a trait you can actually nurture.



Write paragraphs on work ethics in which you include the following:

- State THREE societal expectations with regard to work ethics of companies/ organizations. (3x1) (3)
- Explain THREE ways in which a strong work ethic helps you in your career paths. (3x2) (6)
- Propose THREE ways in which you can develop strong work ethics when you enter the job market. (3x2) (6)

[15]



References

1. Focus on Life Orientation, Maskew, Miller and Longman, 2013.
2. www.jobsearch.about.com

