

Personal Development

Personal Development (PEDE)		
Test Number	1	
Year	2023	
Internal Examiner	Lecturer Name	
Total Marks	100	
Duration	2 Hour	
Section A	True or False	10 Marks
Section B	Missing word	10 Marks
Section C	Written	80 Marks

Instructions to Candidates:

1. Read each question carefully.
2. You must answer ALL sections.

Important Notes:

- This test paper consists of 12 pages
- This test contributes 50% towards the final mark.

Section A

(10)

True or False 1 mark per question

Already completed in Section A on Smart Assessments in the form of MCQ

SUBTOTAL: [10]

Section B

(10)

Missing word 1 mark per question

Already completed in Section A on Smart Assessments in the form of MCQ

SUBTOTAL: [10]

Section C

(80)

- a) Identify three (3) advantages and disadvantages of the following: (18)
- a. Sole Proprietorship [6]
 - i. Advantages
 - ii. Disadvantages
 - b. Partnership [6]
 - i. Advantages
 - ii. Disadvantages
 - c. Corporation [6]
 - i. Advantages
 - ii. Disadvantages
- b) Identify and briefly discuss three (3) types of business environment. (3)
- c) Identify five (5) functions of an operating system. (5)
- d) Identify the following PC components: (3)



a.



b.



C.

- e) Discuss what you understanding of a paten is. (10)
- f) Planning is imperative to provide quality research. As the saying goes: "If you fail to plan, you plan to fail". That says it all. Identify the steps involved when planning your research. (3)
- g) Like any other type of report, the structure of the technical report is very important. Name the main elements of a technical report. (12)
- h) Discuss five (5) PowerPoint don'ts. (10)
- i) Identify seven (7) tips to become a better presenter. (7)
- j) Identify nine (9) presentation tips. (9)

SUBTOTAL: [80]

TOTAL: [100]

Mark allocation for student			
Section	Sub-section	Maximum Mark	Learner mark
Sections	Section A	10	
	Section B	10	
	Section C		
	• Question a	18	
	• Question b	3	
	• Question c	5	
	• Question d	3	
	• Question e	10	
	• Question f	3	
	• Question g	12	
	• Question h	10	
	• Question i	7	
	• Question j	9	
Total:		100	

PRE-ASSESSMENT AGREEMENT

Assessment Preparation: Preparing the Candidate

Student name and surname		Date	
		Time	
Assessor name and surname		Venue	
How to prepare the candidate	Document Requirements	Agree (tick)	Action Required
Explain to the candidate why you are meeting and the purpose of the assessment.	Assessment Policy Assessment process		
Discuss the assessment plan in detail.	Assessment strategy		
Explain assessment process, show assessment instruments to candidate and describe assessment conditions.	Assessment instruments		
Identify the role-players during assessment.	Assessors Moderator		
Describe the evidence required to be declared competent.	Examples of evidence		
Explain how evidence will be judged.	Mark allocation explained		
Explain to the candidate how to prepare: Give candidate assessment task description.	Assessment task description		
Confirm with the candidate what he/she should bring to the assessment.	Detailed briefing on exact requirements to be given to candidate in writing		
Ensure that candidate understands the procedures of all assessment practices.	Appeals Policy Appeals procedure Assessment Policy Assessment Procedure Moderation Policy Moderation procedure Verification Policy Verification Procedure		

Ask the candidate if he/she foresees any problems or identify any special needs.	List needs		
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Agreed Assessment Plan			
Student name and surname:			
Assessor name and surname:			
Module name:		Personal Development	
Unit Standard/s:		US114050 US114055 US114076 US116389 US114059 US120379 US14051 US13925 US115431	
Type of Assessment i.e. Formative assignment, Formative test, Formative Practical, Summative etc.		Summative Assessment 1	
Special Assessment Requirements:		N/A	
Event	Date, time and location	Resources required	Evidence to be generated
Assessments due date		Assessments	Completed documentation
Complete activity on MyAIE and upload to MyAIE			Completed Portfolio of Evidence
Submit Portfolio of Evidence			

Assessor Roles and Responsibility	
Roles	Assessor Guide Feedback Agent Reviewer
Responsibilities	Consult candidate re-assessment, assessment process and plan.

	<p>Agree assessment process and plan with candidate.</p> <p>Forward documentation to candidate: plan, guide and assessment instruments.</p> <p>Assess candidate with the use of different instruments.</p> <p>Provide feedback on assessment findings.</p> <p>Support candidate through assessment process.</p> <p>Source feedback from candidate on assessment process.</p> <p>Review assessment process and outcome.</p> <p>Use assessment process as opportunity to transform assessment activities and outcomes.</p>
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Candidate Roles and Responsibility	
Roles	<ul style="list-style-type: none"> • Leaner • Feedback agent • Reviewer
Responsibilities	<ul style="list-style-type: none"> • Be available for assessment. • Be actively involved in the consultative process. • Learn from the assessment process. • Provide feedback to the assessor in terms of the assessment as learning activity. • Provide feedback to the assessor on the efficacy of the assessment process. • Review own role and assessor role in the assessment process.
Assessment Instruments	<ul style="list-style-type: none"> • Portfolio of Evidence • Questionnaire • Report • Presentation • Reflexive questions • Work sample • Practical's • Group Activity • Research activities

Assessment Process	
<ul style="list-style-type: none"> • Evaluation of POE addressing Essential Embedded Knowledge in unit standards. • Evaluation of Research Projects and other evidence addressing specific unit standards. 	

<ul style="list-style-type: none"> • Consultation: assessment plan and assessment activities and instruments. Pre-assessment moderation and interviews conducted at this stage. • Observation: feedback on assessment against specific outcomes, critical outcomes in unit standards. • Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence. • Feedback to candidate regarding assessment findings as well as review process. 	
Feedback	Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities.
Recording Process	Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification.
Review Process	The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate.
Right to appeal	The candidate must be advised of the right to appeal.
Resources Required	Assignments <ul style="list-style-type: none"> • POE • Assessments • Guides
I confirm that: <ul style="list-style-type: none"> • I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide. • I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable. • I have read and understood the appeal procedure. • I know that assessments may be moderated or verified by an external party. • The purpose of the assessment has been clearly explained to me. • The criteria have been discussed with me, and I know I will be assessed against these criteria. • I know when and where I will be assessed, and I was given fair notice. • I know how the assessment will be done, and any other requirements related to the assessment. 	

Signed: _____

Date: _____

Overall Assessment Decision	Competent		Not yet competent	
Student's Signature			Date:	

Assessor's Signature		Date:	
Moderator's Signature		Date:	

ASSESSMENT FEEDBACK AGREEMENT

Assessment feedback: Feedback to learner

Qualification Name:	
Qualification SAQA Number:	
Subject Name:	Personal Development
Subject Code:	PEDE
Assessment Name:	Summative Assessment 1
Assessment Code:	PEDE_SA1
Assessment Type:	Summative

Feedback report	1st Attempt		2nd Attempt	
	C	NYC	C	NYC
Unit standard Number(s)				
Section A				
Section B				
Section C				

General feedback to learner (Attempt 1)
Supply comprehensive feedback why learner is found NYC

Learner Number:			
Learner name and surname:		Date:	
Learner Signature:			
Lecturer name and surname:		Date:	
Lecturer Signature:			
Assessor name and surname:		Date:	
Assessor Signature:			
Moderator name and surname:		Date:	
Moderator Signature:			

Note to learner
<p>Review the feedback provided by your lecturer to check that you have been found competent in this assessment. If there are any areas where you have been found not yet competent, you must redo those parts of the assessment and resubmit within the stipulated time frame.</p> <p>The section below will only be completed in cases where the learner was asked to resubmit parts of the assessment where they were found not yet competent.</p>

General feedback to learner (Attempt 2) Supply comprehensive feedback why learner is found NYC

Learner Number:			
Learner name and surname:		Date:	
Learner Signature:			
Lecturer name and surname:		Date:	
Lecturer Signature:			
Assessor name and surname:		Date:	
Assessor Signature:			
Moderator name and surname:		Date:	
Moderator Signature:			