



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

**Adult Basic Education and Training (ABET)  
Site-Based Assessment (SBA)  
Portfolio Of Evidence**

**Communication in English:** NQF Level 1  
**Total:** 30 marks  
**Duration:** 7 hours  
**Task 4:** Project  
**Number of pages:** 11 pages

**Learner Information**

**Name** \_\_\_\_\_  
**Surname** \_\_\_\_\_  
**Identity number/**  
**Passport number** \_\_\_\_\_  
**Employee number** \_\_\_\_\_  
**Company** \_\_\_\_\_  
**Centre** \_\_\_\_\_  
**Date** \_\_\_\_\_

**Declaration**

*I declare that this portfolio of evidence is my own work:* \_\_\_\_\_

**Signature**



## INSTRUCTIONS

1. This task consists of **THREE ACTIVITIES**.
2. Answer **ALL ACTIVITIES** in this task.
3. Adhere to the numbering used in the question paper.



**ACTIVITY 1: REPORT**

You are a Youth Mentor at the ABET School in your area. As the Youth Mentor, the Ward Councillor has invited you to speak at a Rally to raise awareness of the rise in drug abuse in your community. For you to do this successfully, you need to meet with the youth in your community to ask them questions and then compile a report so you may be able to give specific information when you address the community at the Rally.

Write a report about the increase in drug abuse in the community and reasons why the youth need to be properly informed.

Your report must reflect the following topics:

- A title
- Introduction (background and purpose)
- Findings (list of the needs)
- Recommendations (what should your community assist with)

**Total Marks for Activity 1**

**[10]**



Report Title:

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Introduction:

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Findings:

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**ACTIVITY 2: AGENDA AND MINUTES OF MEETING**

The Ward Councillor in your community has requested you organise a meeting with a few business owners to ask them to sponsor the Rally whereby awareness of the increase of drug abuse in the youth will be addressed.

Write the agenda (not more than 5 items) and minutes of your meeting with the local business owners. The minutes must reflect discussions and resolutions of the meeting as you will be distributing such to Rally Organisers.

**Total Marks for Activity 2****[10]**



**ACTIVITY 3: DESIGNING A POSTER**

You have approached some of the youth at the ABET school to assist you in making your speech about the increase in drug abuse amongst the youth at the Rally effective. Design a poster to advertise the upcoming Rally in your community.

**Total Marks for Activity 3****[10]**

**Draft Design: Poster**

A large empty rectangular box intended for the learner to draft their poster design.



**Final Design: Poster**



**TOTAL FOR TASK 4: 30 MARKS**

	<b>Activity</b>	<b>Maximum Mark</b>	<b>Learner's Mark</b>	<b>Moderated Mark</b>
<b>Task 4</b>	<b>Activity 1</b>	<b>10</b>		
	<b>Activity 2</b>	<b>10</b>		
	<b>Activity 3</b>	<b>10</b>		
	<b>Total: Task 4</b>	<b>30</b>		

