



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

Adult Basic Education and Training (ABET)
Marking Guideline

Small Medium and Micro Enterprises: NQF Level 1

Examination Session: November 2023

Total Marks: 100 Marks



ANSWERS**SECTION A****Question 1**

1.1	1.1.1	B ✓✓	(2)
	1.1.2	A ✓✓	(2)
	1.1.3	B ✓✓	(2)
	1.1.4	B ✓✓	(2)
	1.1.5	A ✓✓	(2)
	1.1.6	D ✓✓	(2)
	1.1.7	C ✓✓	(2)
	1.1.8	B ✓✓	(2)
	1.1.9	C ✓✓	(2)
	1.1.10	D ✓✓	(2)

Total Marks for Question 1.1 **[20]**

1.2	1.2.1	True ✓	(1)
	1.2.2	True ✓	(1)
	1.2.3	False ✓	(1)
	1.2.4	True ✓	(1)
	1.2.5	False ✓	(1)
	1.2.6	True ✓	(1)
	1.2.7	True ✓	(1)
	1.2.8	True ✓	(1)
	1.2.9	False ✓	(1)
	1.2.10	True ✓	(1)

Total Marks for Question 1.2 **[10]**



- | | | | |
|-----|-------|-----------------------|-----|
| 1.3 | 1.3.1 | C – Production plan ✓ | (1) |
| | 1.3.2 | D – Business ethics ✓ | (1) |
| | 1.3.3 | E – Retrenchment ✓ | (1) |
| | 1.3.4 | A – Economic factor ✓ | (1) |
| | 1.3.5 | F – Market research ✓ | (1) |

Total Marks for Question 1.3 **[5]**

- | | | | |
|-----|-------|-----------------------------|-----|
| 1.4 | 1.4.1 | Interview ✓ | (1) |
| | 1.4.2 | Market ✓ | (1) |
| | 1.4.3 | Environmental impact plan ✓ | (1) |
| | 1.4.4 | SWOT analysis ✓ | (1) |
| | 1.4.5 | Discussion ✓ | (1) |

Total Marks for Question 1.4 **[5]**

Total for Section A: 40 Marks



SECTION B**Question 2**

2.1 Service business ✓ (1)

2.2 Sole Trader ✓ (1)

2.3

- Youth in her community ✓ (2)
- People working in town ✓
- Customers that support her from other areas

Markers to credit learners for any other related answer

2.4

- The workers do not serve the customers properly, they take long lunch hours. ✓✓ (4)

- Spending hours on the phone, talking to family and friends. ✓✓

2.5

- Perseverance ✓ is the ability to do something even when it is difficult / to achieve something even when facing difficulties. ✓ (4)

- Hard-working ✓ is being committed to a task / means to be diligent. ✓

2.6

- Internet ✓ (2)

- Flyers ✓

2.7

- She employed two workers Simon and Thandi to assist her in the salon. ✓ (2)

2.8 2.8.1 Strength (1)

- She has more than 15 years of experience as a hairstylist. ✓



- She makes sure that her customers' hair is done properly.
- She used her savings to start the business.
- High income and makes a profit.

Markers to credit learners for any other related answer

2.8.2 Weakness

- The business does not have complaint procedures. ✓ (1)

2.8.3 Opportunity

- She desires to open another hair salon in town. ✓ (1)

2.8.4 Threat

- Her concern about the competitor that operates in the area ✓ (1)
- Risk of losing customers

Markers to credit learners for any other related answer

- 2.9
- She should engage her workers and explain how the system will work. ✓ (2)
Once the system is in place, she should keep the lines of communication open. ✓

Markers to credit learners for any other related answer.

- 2.10
- To ensure that employees are provided with a workplace in which their health and safety is ensured. ✓✓ (2)
 - To protect the well-being of employees.

Markers to credit learners for any other related answer

2.11 Complete the following Income Statement of Rachael Hair Salon January 2023. Where Income statement below: Use the information used in the case study.



INCOME STATEMENT OF RACHAEL HAIR SALON FOR JANUARY 2023		
INCOME		R22 600 ✓✓
Sales		R20 000 ✓
Rent income		R2 000 ✓
INTEREST $R6000 \times \frac{10}{100} \checkmark$		R600 ✓
EXPENDITURE		R12 700 ✓✓
Water and Electricity	R1 000 ✓	
Salary (R3000 x 2) ✓	R6 000 ✓	
Hair products	R4 000 ✓	
Transport	R1 000 ✓	
Insurance	R700 ✓	
NET PROFIT		R9 900 ✓✓

(16)

Total Marks for Question 2

[40]

Total Marks for Section B: 40 Marks



SECTION C

Question 3

3.1 **Internal environment** (2)

- It consists of all the resources and staff employed by the business. ✓

External environment

- It includes all outside forces that affect the business. ✓

Markers to credit learners for any other related answer.

3.2 • To provide an idea of the anticipated costs and revenue that the business will generate so the lender/investor can determine how much money to lend/invest. ✓✓ (2)

- To show if the business will be able to meet its financial obligations to the bank.
- To show the bank that the business is financially viable.

Markers to credit learners for any other related answer.

3.3 • To find out which staff management needs to employ and what skills and personal qualities these jobs require. ✓ (2)

- Advertises for new employees. ✓
- It assists with interviews and hiring new staff employees.
- It keeps records of all staff members.
- Ensures the correct payment to employees.
- Analysis of staff workload.

Markers to credit learners for any other related answer.



3.4 Interview (2)

- Is a formal conversation between the interviewer and respondent where the two participate in a question-and-answer session. ✓✓

Questionnaire (2)

- It is a form consisting of a series of written or printed multiple-choice questions to be completed by the participants in the research. ✓✓

Markers to credit learners for any other related answer.

- 3.5
- Businesses will increase their prices because of rising costs. ✓✓ (4)
 - Unemployment will increase since businesses will not be able to afford to pay salaries/wages. ✓✓
 - It may affect the growth of the business negatively.

Markers to credit learners for any other related answer.

3.6 PowerPoint presentation (1)

- It allows for the creation of dynamic slide presentations. ✓
- It is used to make presentations for personal and professional purposes.

Oral presentation (1)

- You can present a topic/ content in an organized, concise, and effective manner to the audience. ✓
- Arrange the material in such a way that it is understood by everyone.
- You receive immediate feedback.

Markers to credit learners for any other related answer



- 3.7
- It assists with buying all the raw materials and other resources at the best possible price. ✓ ✓ (4)
 - Enables the business to maximize production by ensuring that all employees have the necessary material and resources. ✓ ✓
 - Ensure that inventory and delivery of materials operate properly.
 - It oversees all the retailers that supply the business with materials.

Markers to credit learners for any other related answer.

Total for Section C: 20 Marks

GRAND TOTAL: 100 MARKS

