



**Adult Education and Training (AET)
Site-Based Assessment
Portfolio of Evidence**

Life Orientation: NQF Level 1
Total: 50 marks
Duration: 4 hours
Task 2: Worksheet

Learner Information

Name : _____
Surname : _____
**Identity/
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 questions.
3. Learners should work on this task individually.



ACTIVITY 1: TIME MANAGEMENT AND PERSONAL GOAL SETTING**1.1 Read the case study below and answer the questions that follow:**

Sipho recently started working as an intern at a local district office. The internship is valid for 1 year and he may be offered a full-time position if he does well and impresses his supervisor. He is planning to buy a 2-bedroom house, and he is hoping to have saved enough money to put down a deposit. Sipho would like to buy and move into the house in 2 years' time. However, he is not sure what he needs to do to ensure he achieves this goal.

(own creation)

Complete the table below by providing **FIVE** (5) activities that Sipho will need to do to achieve his goals. Include possible time frames for when each activity should be completed:

Activities to be done to achieve his goal	Duration (time frame) needed to achieve each activity
(1)	(1)
(1)	(1)
(1)	(1)
(1)	(1)



(1)	(1)

TOTAL MARKS FOR QUESTION 1.1 **(10)**

1.2 Provide **FIVE** reasons why using a planner as a tool for managing time is important.

TOTAL MARKS FOR QUESTION 1.2 **(10)**

TOTAL MARKS FOR ACTIVITY 1 **[20]**



ACTIVITY 2: FINANCIAL MANAGEMENT

2.1 List any **FIVE** (5) commercial banks in South Africa.

TOTAL MARKS FOR QUESTION 2.1 (5)

2.2 Describe the meaning of the following financial terms in your own words:

2.2.1 Budget:

(2)

2.2.2 Interest:

(2)

2.2.3 Loan:

(2)



2.2.4 Overdraft:

(2)

2.2.5 Long-term insurance:

(2)

TOTAL MARKS FOR QUESTION 2.2 (10)

TOTAL MARKS FOR ACTIVITY 2 [15]



Total for Task 2: 50 Marks

Task	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 2	Activity 1	20		
	Activity 2	15		
	Activity 3	15		
	Total: Task 2	50		

