



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

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

Economics and Management Science: NQF Level 1
Total: 50 marks
Duration: 4 hours
Task 2: Assignment

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 assignment consists of **TWO ACTIVITIES**.
2. Complete **ALL** the **ACTIVITIES**.
3. Adhere to the numbering used in this assignment.



ACTIVITY 1: COMPONENTS OF A CONTRACT

- 1.1 Limpopo CET College has a vacancy for an administration clerk. The centre manager has asked you to draft the employment contract outlining FIVE basic components of a contract.

Use the rubric provided as a guideline to draft the employment contract.

Criteria	Level 1	Level 2	Level 3	Level 4	Level 5
	0-5	6-10	11-15	16-20	21-25
Drafting of employment contract and including FIVE basic components of a contract.	The learner only provided ONE basic component of the employment contract. The content is not clear. There is information missing. Limited or basic contract information included. Award 0 marks if the learner did not include any components.	The learner provided TWO basic components of the employment contract. There is moderate detail in the contract. Some necessary details.	There is an adequate attempt. The learner provided THREE basic components of the employment contract. Relevant details are included. Content is appropriate and adequate.	Good attempt in the drafting of an employment contract. The learner has provided FOUR basic components. Content is substantial. Details are elaborate. Critical awareness of the contract contents.	There is an outstanding attempt in the drafting of an employment contract. The FIVE basic components are included by the learner. The content is outstanding and well-detailed. The contract is suitable, and details are free from errors. Many relevant details.

TOTAL MARKS FOR ACTIVITY 1

[25]



ACTIVITY 2: INSTITUTIONAL CONTRACTS

2.1 Name FIVE types of institutions and explain the function of each institution in communities.

TOTAL MARKS FOR QUESTION 2.1



2.2 Define the term **contractual capacity**.

TOTAL MARKS FOR QUESTION 2.2

[2]

2.3 List THREE examples of people with no contractual capacity.

TOTAL MARKS FOR QUESTION 2.3

[3]

2.4 Identify FIVE types of insurance cover available to society.

TOTAL MARKS FOR QUESTION 2.4

[5]

TOTAL MARKS FOR ACTIVITY 2

[25]

TOTAL MARKS FOR TASK 2

[50]



Total for Task 2: 50 Marks

Task	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 2	Activity 1	25		
	Activity 2	25		
	Total: Task 3	50		

