



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

## Adult Basic Education and Training (ABET)

### Site-Based Assessment Task

### Portfolio of Evidence

Small Medium & Micro Enterprises: NQF Level 1  
Total: 50 marks  
Duration: 4 hours  
Task 3: 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. Answer **ALL ACTIVITIES**.
3. Adhere to the numbering system used in this assignment.
4. Students must do the task individually.
5. The task must be completed within 4 hours.



**ACTIVITY 1**

1.1 Describe the following presentation skills:

1.1.1 Written presentation skills

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(2)

1.1.2 Body language

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(2)

1.1.3 Tone and tempo

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(2)

1.1.4 Answering questions

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(2)

1.1.5 Ability to convey ideas

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(2)



1.2 Explain the role of the following when starting a business:

1.2.1 Premises

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(2)

1.2.2 Securing finance

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(2)

1.2.3 Supplier Contracts

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(2)

1.2.4 Registration of the business

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(2)

1.2.5 Drawing up an action plan

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(2)



1.3 List any FOUR business ideas.

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(4)

1.4 Define the following concepts:

1.4.1 target market.

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(2)

1.4.2 Define personal needs.

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(2)

1.4.3 Define the term entrepreneur

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(2)

**TOTAL MARKS FOR ACTIVITY 1**

**[30]**



**ACTIVITY 2**

2.1 Discuss TWO functions of business ethics and how they impact a business.

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(4)

2.2 Suggest TWO solutions that can address the following shortcomings:

2.2.1 Lack of financial skills

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(2)

2.2.2 Lack of entrepreneurial skills

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(2)

2.3 Explain the roles of the following enabling programmes:

2.3.1 National Youth Development Agency (NYDA)

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(2)

2.3.2 Small Enterprise Development Agency (SEDA)

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(2)



2.3.3 National Empowerment Fund (NEF)

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(2)

2.4 Name and discuss THREE factors that need to be included in the Staff Assessment Plan.

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(6)

**TOTAL MARKS FOR ACTIVITY 2 [20]**

**TOTAL MARKS FOR TASK 1 [50]**



**Total for Task 3: 50 Marks**

<b>Task</b>	<b>Activity</b>	<b>Maximum Mark</b>	<b>Learner's Mark</b>	<b>Moderated Mark</b>
<b>Task 3</b>	<b>Activity 1</b>	<b>30</b>		
	<b>Activity 2</b>	<b>20</b>		
	<b>Total: Task 1</b>	<b>50</b>		

