



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

## Adult Basic Education and Training (ABET)

### Site-Based Assessment

### Portfolio of Evidence

**Small Medium & Micro Enterprises:** NQF Level 1  
**Total:** 50 marks  
**Duration:** 3 hours  
**Task 5:** Test

#### 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 test consists of TWO SECTIONS.
2. Answer ALL SECTIONS.
3. All questions in Section A and B are COMPULSORY.
4. Calculators may be used, but you MUST show ALL workings.
5. Adhere to the numbering used in this question paper.



**SECTION A****QUESTION 1**

1.1 Various options are given as possible answers to the following questions. Choose the answer and ENCIRCLE only the letter (A–D) next to the question number (1.1.1–1.1.5).

1.1.1 Which one of the following statements reflects the characteristics of a successful entrepreneur?

- A. Never waste time on dreams
- B. Ability to identify opportunities
- C. Run away when times are tough
- D. Does not build relationship with customers (1)

1.1.2 A strategy to reduce water pollution is part of the \_\_\_\_\_

- A. body language.
- B. Marketing Plan.
- C. Environmental Impact Plan.
- D. urbanisation. (1)

1.1.3 An example of a non-viable business idea.

- A. Banking
- B. Renting DVDs
- C. Car wash
- D. Transport (1)



- 1.1.4 The Materials Purchasing plan is used to \_\_\_\_\_
- A. empower employees.
  - B. brainstorm the business idea.
  - C. determine employment in a business.
  - D. detail the supplies to be bought to make the product. (1)

- 1.1.5 The conclusion is the \_\_\_\_\_
- A. final part which sums up the main ideas.
  - B. same as the Title Page.
  - C. appendices.
  - D. the market analysis. (1)

**Total marks for Question 1.1 [5]**

- 1.2 Indicate whether the following statements are **TRUE** or **FALSE**. Choose the answer and write only the word 'true' or 'false' in the spaces provided.

1.2.1 When running a business, you have to be innovative and creative.

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(1)

1.2.2 One of the activities needed to be done before starting the business is to open a bank account.

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(1)

1.2.3 Advertising on television and the radio are not part of marketing.

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(1)



1.2.4 Introducing yourself during a presentation is not necessary.

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(1)

1.2.5 The technology to be used by a business is a key component of the business plan.

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(1)

**Total marks for Question 1.2**

**[5]**

1.3 Choose an item/word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–G) next to the question number (1.3.1–1.3.5).

COLUMN A		COLUMN B	
1.3.1	Entrepreneurs should provide health and safety services to their employees.	A. Fixed costs	(1)
1.3.2	Rent, insurance and salaries.	B. Compliance	(1)
1.3.3	Electricity, stock, and transport costs	C. Social responsibility	(1)
1.3.4	Procedures and processes designed to generate reports.	D. Variable costs	(1)
1.3.5	Offering training sessions in the community	E. Systems	(1)
		F. Start-up costs	

1.3.1	1.3.2	1.3.3	1.3.4	1.3.5

**Total marks for Question 1.3**

**[5]**

- 1.4 Complete the following sentences by using the word(s) listed in the table below. Write only the word(s) next to the question number (1.4.1–1.4.5).

service delivery, supply, demand, job creation, website, schedule, Monitoring system, theft, logo, strike
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- 1.4.1 \_\_\_\_\_ is a role played by entrepreneurs. (1)
- 1.4.2 A \_\_\_\_\_ is a symbol or design that identifies a product/ brand of a business. (1)
- 1.4.3 The \_\_\_\_\_ of \_\_\_\_\_ is a drawn up plan showing tasks, activities and timeframes. (1)
- 1.4.4 \_\_\_\_\_ is a risk faced by a business where property is stolen. (1)
- 1.4.5 \_\_\_\_\_ is the consumer's desire for a product or service. (1)

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

**SECTION A: 20 MARKS**

**SECTION B is on the next page.**



**SECTION B****QUESTION 2**

Read the case study below and carefully answer the questions that follow.

**NTEBO COURIERS SERVICES**

Ntebo Mahlangu aged 55 is a retired nurse who was in the service for 35 years. She identified that there was a business opportunity in her neighborhood. She conducted market research by completing questionnaires and did door to door research. She decided to open a delivery service business. and bought three bakkies. Her services included door-to-door delivery of parcels and groceries.

She advertised her business by distributing flyers and posters at the taxi rank and bus stops. She employed three drivers and registered them for UIF. Her potential customers are households, businesses and supermarkets in the community. The business is professionally run, and she uses a monitoring system to control collections and deliveries and maintain the business.

Ntebo receives R60 000 per month on sales. She also receives R1 800 from a tenant that rented the backroom on her business' premises, she pays R6 500 for petrol for three bakkies, R2 600 for insurance, R5 000 for each of the three employees' salaries, and R2200 for the vehicles' maintenance.

*(Own Creation)*

2.1 Identify the type of business owned by Ntebo Couriers Services.

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(1)

2.2 Name TWO methods used by Ntebo for her market research.

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(2)



2.3 Compare the TWO forms of market research methods identified in QUESTION 2.2 above.

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(2)

2.4 Discuss the system used by Ntebo to run and maintain her business.

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(1)

2.5 Outline TWO marketing methods used to advertise Ntebo's business.

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(2)

2.6 Who is the Target market for Ntebo's business?

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(1)

2.7 Give the legal requirements that Ntebo's business is adhering to.

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(1)





- 2.8 Complete the following Income Statement of Ntebo delivery services for one month. Where indicated, please show your calculations in the Income statement below: Use the information used in the case study.

<b>INCOME STATEMENT OF NTEBO DELIVERY SERVICES FOR ONE MONTH.</b>	
<b>INCOME</b>	
Sales	
Rent	
<b>EXPENDITURE</b>	
<b>NET PROFIT</b>	

Total marks for Question 2

[20]



**QUESTION 3**

- 3.1 State TWO possible consequences of a poor relationship between an entrepreneur and his/ her customers.

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(2)

- 3.2 Read the scenario below and answer the questions that follows.

Busisiwe has a business idea for an internet and print shop. She is considering renting a space at the local shopping centre near her home. The target market would include consumers who frequent the shopping centre and require access to the internet services. Her target market would include those without internet and printing services in their homes. She will also be printing flyers, business cards, and posters amongst other services.

She has done research and estimates that she is likely to serve 20 – 30 customers daily and generate revenue of R25000 per month. Her rental cost is going to be R4500 per month, and the cost of offering the services will be R3000 per month. She will need to hire two people to serve her customers bringing her monthly salaries and wages bill to R15000. She will also need to raise capital to purchase the printing equipment, computers, registers and furniture.

*(Own creation)*

Decide whether this idea is viable or not.

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(6)

3.3 Explain ONE solution for a business faced with the risk of natural disasters such as flooding.

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(2)

**Total marks for Question 3**

**[10]**

**SECTION B: 30 MARKS**

**TOTAL MARKS FOR TASK 5**

**[50]**



**Total for Task 5: 50 Marks**

<b>Task</b>	<b>Activity</b>	<b>Maximum Mark</b>	<b>Learner's Mark</b>	<b>Moderated Mark</b>
<b>Task 5</b>	<b>Section A</b>	<b>20</b>		
	<b>Section B</b>	<b>30</b>		
	<b>Total: Task 5</b>	<b>50</b>		

