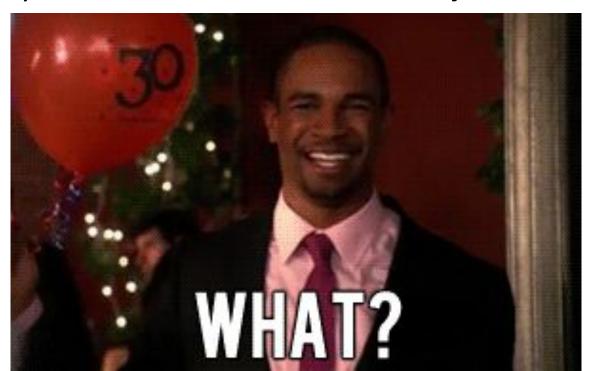
# Grade

Life Orientation



# A reminder:

No matter what you have done in LO before, from now on LO will be taken seriously and treated as an academic subject at this school.



## Easiest distinction but also easiest bomb out:

- Unlike your other subjects where the final exam counts most, each term of LO counts the same. This means that constant hard work and dedication has to be given to each term.
- 2. People feel that LO simply general knowledge- it is not and besides if it were just general knowledge, then your general knowledge isn't that great at all.
- 3. Learners do not see the academic importance of LO and you may have heard via via that it will not exist as a subject. Well, it is here to stay for now and it does count towards your APS (for some institutions)- even if it is only slightly. Furthermore some courses require that learners have achieved at least 60% for LO.
- 4. The work may seem simple for some of you and it may be a repeat of what you have been taught at home. The reality, however, is that not everyone has a stable home life and (believe it or not) some learners will be hearing this stuff for the first time in their lives.

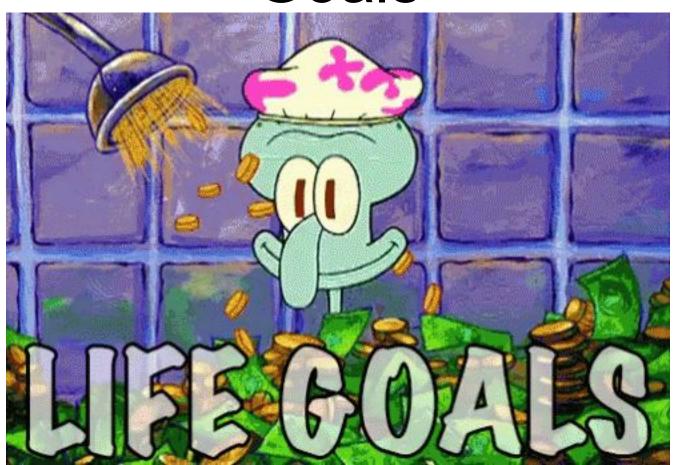
## Homework

Design the front cover of a magazine on your front page telling us exactly who you are & what you want to achieve.



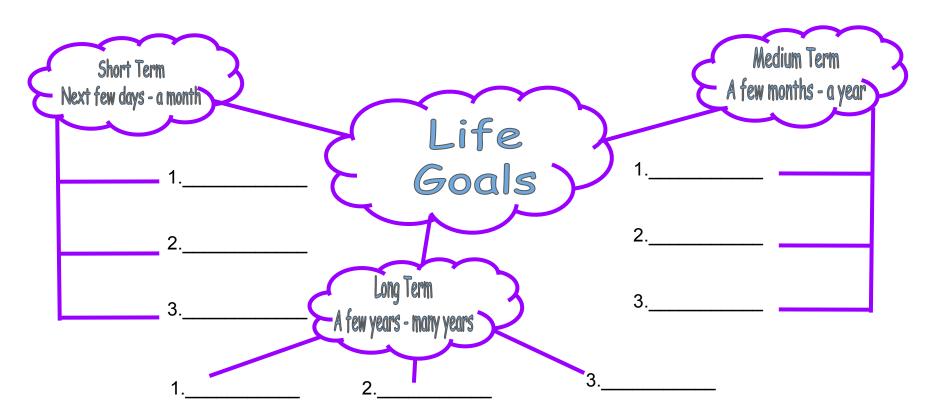


# Goals



## Life goals:

Write the date. Then fill in this mind map as honestly as you can (20 minutes max):



## Some helpful tips when trying to achieve your goals:

#### 1. Make a Commitment

Goals require commitment and dedication. There's no other way around it. If you are struggling with committing to a specific goal, go back and start the process over.

## 2. Keep Track of Your Progress

Just as it's important to put all of your goals down on paper, it's equally important to regularly go back and track your progress. You can do this with a goal tracking worksheet, a goal management tool or a method of your own.

#### 3. Break It Down

A set of five smaller goals that will get you to your ambitious goal can be a lot more manageable and a lot less overwhelming.

## 4. Get Help

While your goals may be personal to you, that doesn't mean you have to do it alone. If you need help, support or just a cheerleader, ask someone your trust.

## 5. Be Willing to Revisit and Revise

Your regular goal check-in process is the perfect time to consider if the path you're taking to accomplish your goals is valid. It's okay to make changes and modifications, as long as they support what you set out to do.

## 6. Keep Your Eye on the Prize

Thinking about the big picture is important, especially with long-term goals. Envisioning your success can help keep you motivated.

#### 7. Be Consistent

Be consistent when you have progress check-ins, how you track your advancement, and how and when you focus on your goals. The more routine you can make the process, the easier it will be to keep going.

## 8. Let Your Goals Grow Up

As things happen and life changes to keep your goals relevant and realistic, let them change and grow as you do the same.

## 9. Focus on Positive Thinking

As cliché as it may be, positive thinking can empower you to reach success.

## 10. Celebrate Every Success

You can't expect yourself to work steadily toward a goal without any type of reward along the way. Not only is that bad for your morale, but it can diminish the power of the entire process. Take time to celebrate every success for every goal, no matter how big or small.

A good way of reaching your goals is by keeping organised with a diary or progress tracker. Follow this link or use the QR Code to get Evernote (a really helpful planning and tracking app: <a href="https://evernote.com/">https://evernote.com/</a>



## Steps in planning and goal-setting: problem-solving skills, perseverance and persistence.

- 1. Write 3 daily goals you can do to achieve your short term goals.
- 2. Write down 1 thing you can work at daily to achieve your medium term goals.
- 3. Write down 1 thing you can work at daily to achieve your long term goals.

## Plan and achieve life goals: apply various life skills as evidence of an ability.

1. What skills and abilities of your can you employ to ensure success in your goals?

## Important life goals and prioritising:

Rank the following (1 = most important and 10 = least important): family, marriage, parenting, career, relationships, money, friendships, sports, academics, and religion.

## Relationships between personal values, choices and goal-setting:

- 1. Did you realise that the above ranking speaks about where your values lie?
- 2. How do you think the above rankings influences your goal-setting, as well as your life and study choice?

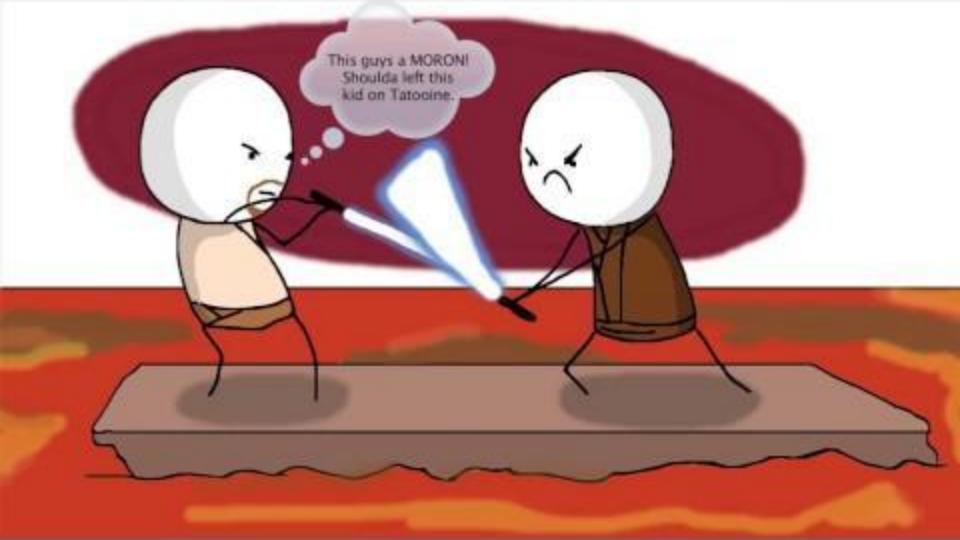
## <u>Page Reference: 4 - 8</u>



What is the difference between a dream and a goal?



Discuss the answer as a class:



# Relationships



## **Relationships:**

Write the date. Then complete the following table in your books:

Relationships and their influence on own well-being: different types with different people/groups and their changing nature.

Relationships you have been in or have been a part of:	Did you choose this relationship or were you born into it?	How has this relationship changed over the years?	Is this relationship beneficial or detrimental to your wellbeing?	Why or why not?	How can you better this relationship?
1.					
2.					
3.					
4.					
5.					







Sandra and Woo by Oliver Knörzer (writer), Powree (artist) and Lisa Moore (colorist) - www.sandraandwoo.com

## Discuss the following as a class and write down any valid points from your discussion:

How do the following affect your personal relationships:

- 1) rights and responsibilities in relationships
- 2) social, cultural and religious views
- 3) qualities sought in different relationships
- 4) individuality in relationships
- 5) impact of the media on values and beliefs about relationships

#### <u>Page Reference: 12 - 18</u>

## Exam Practice: Activity 3.1 pg 18 ONLY question 3



State 3 types of relationships you are currently involved in.



Discuss the answer as a class:



# **National Senior Certificate**



## **National Senior Certificate (NSC):**

Requirements for admission to additional and higher education courses: National Senior Certificate (NSC) requirements for certificate, diploma and degree studies.

1. The following are the current requirements for National Curriculum Statement (NCS). Write down if your current marks would mean a basic pass, diploma pass, or university exemption pass:

	English	Other S	ubjects
Basic Pass /	40%	2 x 40%	3 x 30%
Higher Certificate			
(6 subjects)			
Diploma	40%	3 x 40%	2 x 30%
(6 subjects)		(excl. LO)	
University	40%	4 x 50%	2 x 30%
(7 subjects)		(excl. LO & Hospitality)	

https://slideplayer.com/slide/3854460/

2. Do you think that if you make the bare minimum pass mark for university that you will be accepted?
Why or why not?

<u>Evaluating additional and higher education options:</u> Admission Score Points for institutions of higher learning and admission requirements for specific programmes/courses

Follow each of these links or QR Codes to work out your APS Scores at these 2 institutions.

Write down your scores per institution:

https://www.mandela.ac.za/Academic/Courses-on-offer/APS-Calculator



http://studies.nwu.ac.za/studies/aps-calculator



## **Wits APS Calculator**

NSC Scale of Achievement	NSC%	Wits APS	Wits APS%	Wits APS for Maths & English	Wits APS for Life Orientation	Wits APS for Other subjects
		8	90-100	8 + 2=10	4	8
7	80-99	7	80-89	7 + 2=9	3	7
6	70-79	6	70-79	6 + 2=8	2	6
5	60-69	5	60-69	5 + 2=7	1	5
4	50-59	4	50-59	4	0	4
3	40-49	3	40-49	3	0	3
2	30-39	0	30-39	0	0	0
1	0-29	0	0-29	0	0	0

Now manually calculate your APS for Wits and write down your score.

Page Reference: 24 - 31

Exam Practice: Activity 1.1 pg 27



What is the difference between a university and a college?



Discuss the answer as a class:



# Financing your studies



## Financing your studies:

Write the date. Then Google definitions (or search through your textbooks) for these concepts and then answer the questions that follow:

## Options for financial assistance:

- a) bursaries
- b) study loans
- c) scholarships
- d) learnerships
- e) SETAs
- 1) Are you aware of any <u>obligations</u> in terms of financial arrangements for the above?
- 2) Now follow the instructions on the next side to research the various funding options that would be available to you if you choose to study after school:

#### <u>Page Reference: 33 - 37</u>

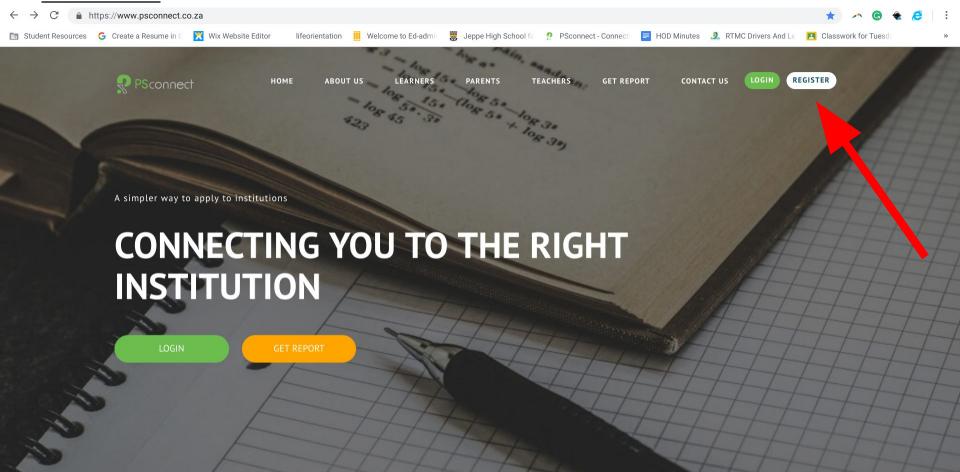
## **Career fields and study choices:**

Write the date.

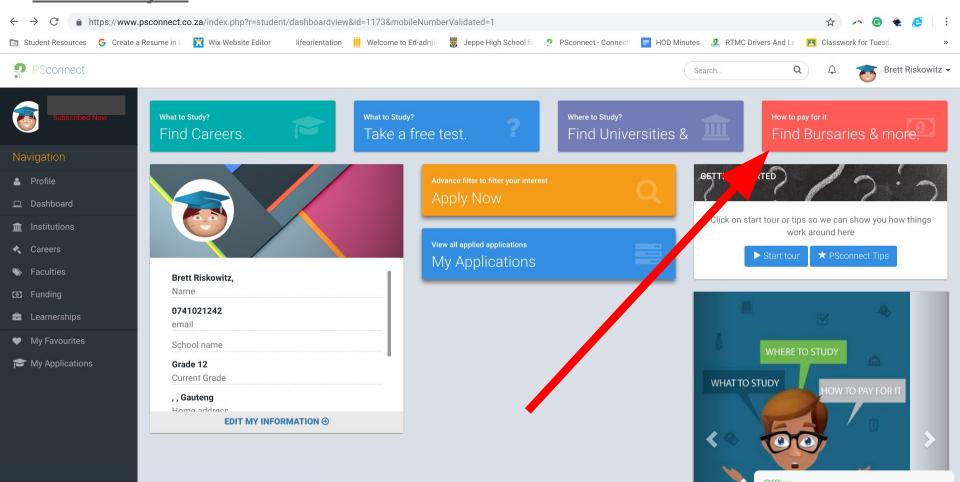
Use your phones and log on to <u>www.psconnect.co.za</u> or use the following QR Code:



If you have never registered with PSconnect then do so now (It is for FREE!) you have 10 minutes:



## Once you have clicked on the Find Bursaries button, research the various funding options available to you.





What is the

difference

between a

bursary and a

learnership?



Discuss the answer as a class:



# Democratic participation



## **Democracy and human rights:**

Write the date. Then Google (or look in your textbook) these terms and write down their definitions for the next 10 minutes:

## Principles, processes and procedures for democratic participation:

- a) public participation and petition process
- b) governance
- c) the law-making process
- d) Rule of Law
- e) Transparency
- f) representation
- g) accountability.

Page Reference: 42 - 44

**Exam Practice: Activity 1.1 pg 44** 

## **IXSA** game



Now go log onto your phone's app store and download the voting game called "IXSA game".

Learn and enjoy for the remainder of the lesson.

We've updated and expanded our **3D digital game – IXSA** - which introduces first-time voters to the electoral process in a fun, interactive and innovative way.

The game allows users to pick an avatar and then follow their character in registering as a voter and then voting on Election Day – facing a number of fun and informative missions along the way which educate voters on how, when and where to register and cast their votes.

Players earn points for how election-savvy they are and can compete against other South Africans by posting their scores on social media and challenging their friends to beat their score.



What is the rule of law? (This was a question in the 2016 Grade 12 final)



Discuss the answer as a class:



# Democratic structures



## **Democratic structures:**

1. Give a definition and example of each. Although this may be tedious and take some time, please note that this section is important for you do complete in detail for studying purposes for exams:

<u>Democratic structures:</u> national, provincial, local government and community structures, traditional authorities and political parties, interest groups, business, public participation and petition process.

<u>Local community structures:</u> non-governmental, community-based and faith-based organisations and representative councils of learners.

<u>Principles and functions of structures in addressing the interests of civil society and how structures change:</u> constitutions, elections, representation of constituencies, mandates, lobbying, advocacy and the running of meetings.

Page Reference: 46 - 54

**Exam Practice: Activity 2.1 pg 49** 



## REGISTERING TO VOTE

#### WHO CAN REGISTER AS A VOTER?

- You must be a South African citizen.
- You must have a South African bar-coded Identity Document (ID), a smartcard ID or a temporary ID certificate.
- You must be 16 years or older (but you will only be able to vote when you are 18 years or older).
- You have to register in person. Nobody can do it for you.
- REMEMBER: If you do not have your green bar-coded ID book or a smartcard ID, you need to apply for one at the Department of Home Affairs.

#### WHERE CAN YOU REGISTER?

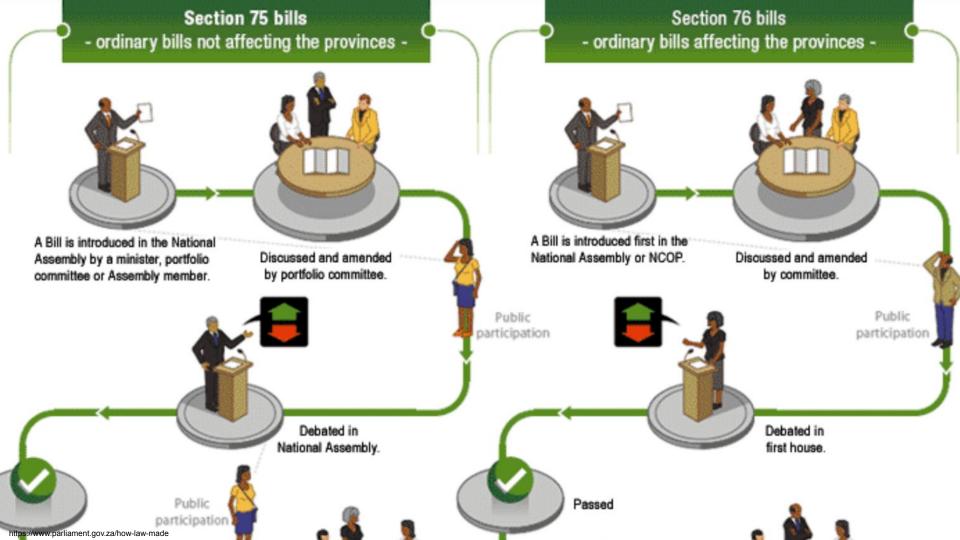
- Register to vote in person at a registration station in the voting district in which you live.
- Register at your local IEC office from Monday to Friday during office hours. (Because registration is on-going, you can register whether an election is taking place or not)
- The IEC opens its registration stations during registration weekends just before general elections. REMEMBER: If you give false address information, it is a criminal offence. You could go to jail for up to 10 years.

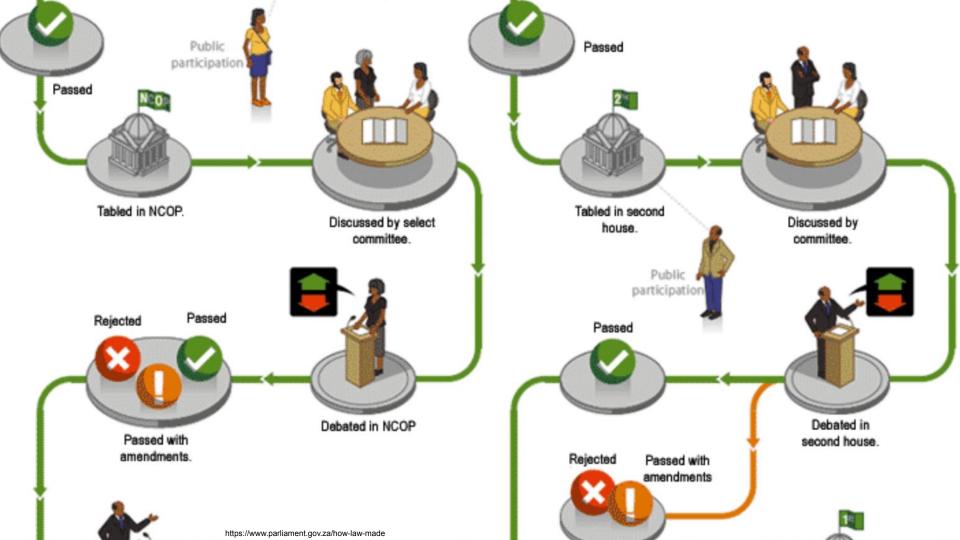
#### **HOW DOES REGISTRATION WORK?**

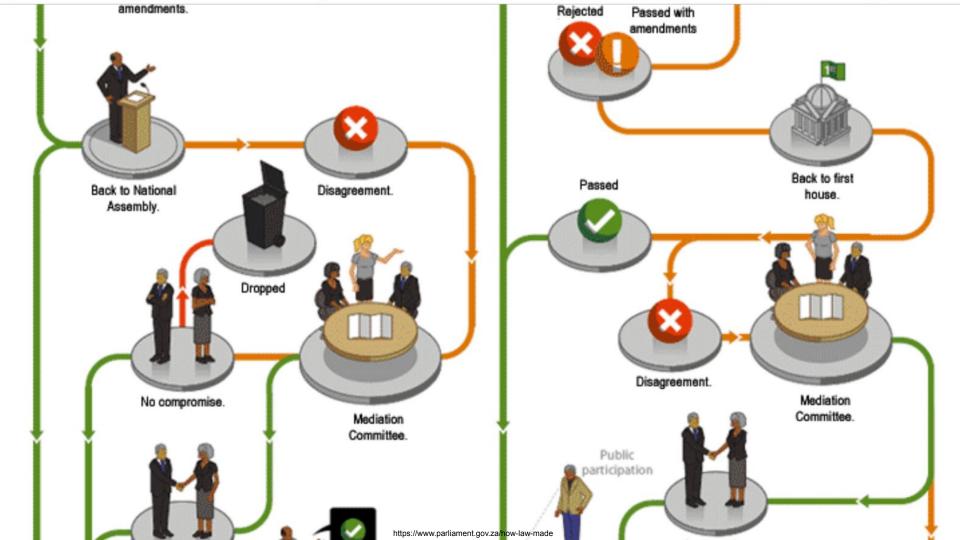
The barcode of your ID or smartcard will be scanned. The registration official will place a receipt in your ID book or on a form. The receipt will show:

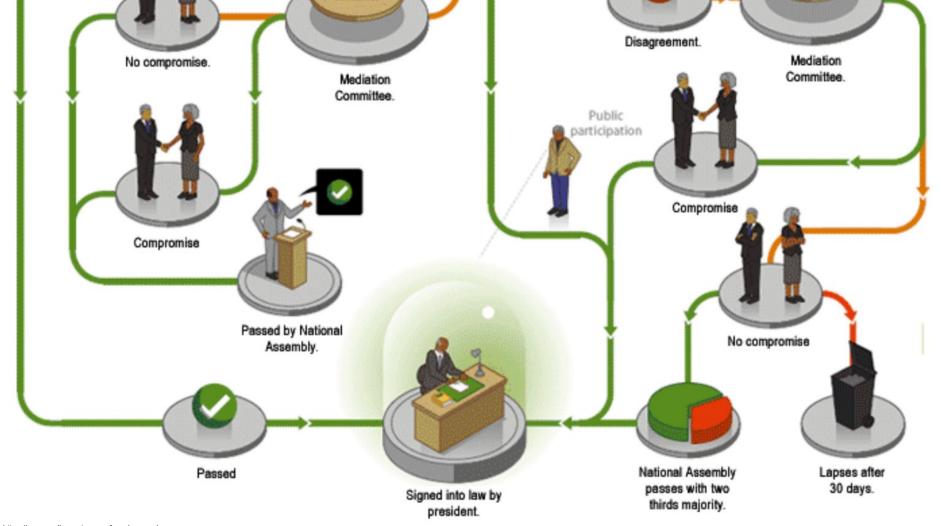
- Proof of application
- Your ID number
- The voting district number of your voting station
- Date and time of your application

Your ID book/smartcard will be checked when you vote to make sure that it is YOU. Your personal details on the Voters' Roll will be the same as on your ID/smartcard.











Provide 2 roles of the traditional authorities in the South African governmental structure.



Discuss the answer as a class:



# Sport in nation building





# Role of sport in nation building: participant and spectator behaviour in sport:

Write the date. Then have a class discussion in which you critically analyse the following questions in light of the clip you have just watched (write down any key points):

- 1) What triggers poor or good behaviour in terms of sports?
- 2) What is the Impact of this behaviour on:
- a) Participants
- b) Spectators
- c) Teams
- d) Opposition
- e) Community
- f) Society
- g) Nation at large
- 3) How sport can support or detract from nation building?

## Exposure to positive behaviour programmes:

## Need to know guide:

Unwarranted expectations can often be at the root of coaches' problems with misbehaviour.

Coaches must learn to identify at what point it is necessary to intervene. Children will get agitated when their interest levels drop.
Boredom can lead to breakdown in behaviour, so good planning and preparation are key.

Disruptive behaviour can wreck the stable environment that is conducive to learning.

Remember, children are there to have fun. It is normal for children to fool around as they learn social rules and develop emotionally.

Human behaviour is learnt, just like a skill is learnt. Don't expect immediate results.



- Set the ground rules before the start of training. Explain what behaviour is unacceptable.
- Don't set unrealistic challenges that could lead to frustration.
- Be fair and consistent with any forfeits imposed for bad behaviour.
- Familiarise yourself with your club's own code of conduct, if it has one
- Ensure activities challenge and engage participants.
- Get to know your participants by name as quickly as possible.
- Avoid reeling off a long list of commandments thou shalt not impose too many dos and don'ts!
- A friendly handshake at the start of a session or even a smile can make a big difference to the positivity of the group.
- Show respect to your participants, and you will earn their respect in return.
- Mind your language: Insulting or sarcastic comments will likely have ramifications. Participants might argue back, and you will certainly lose their respect.
- Avoid shouting at participants before they have done anything wrong.
- ✓ Provide feedback but also ask for feedback after every session.
- Instead of meting out an immediate punishment, explain why you are angry and how the participant could have handled the situation differently.
- Avoid singling participants out for punishment. Resentment can fester.

<u>Page Reference: 57 - 61</u>

Exam Practice: Activity 4.1 pg 61

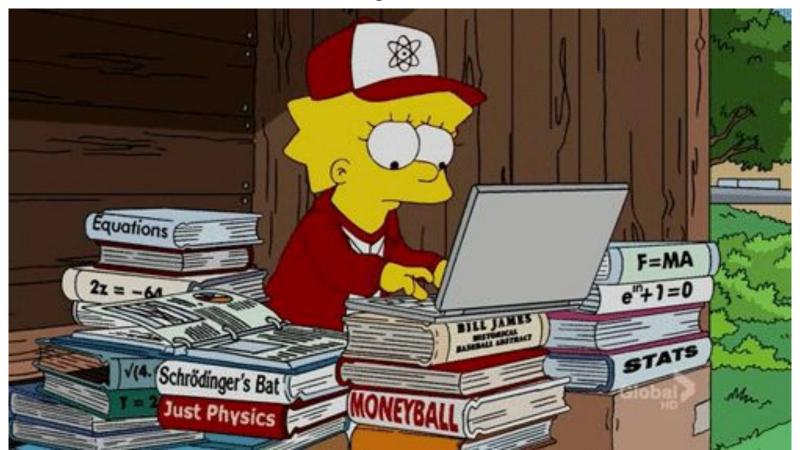


Give 1 example of how sport builds a nation and 1 example of how sport can detract from nation building.



Discuss the answer as a class:





http://www.educationplanner.org/students/self-assessments/learning-styles.shtml



http://www.educationplanner.org/students/self-assessments/improving-study-habits.shtml



http://www.educationplanner.org/students/self-assessments/kind-of-student.shtml



https://www.sqa.org.uk/sqa/68908.html



<u>Page Reference: 66 - 85</u> <u>Exam Practice: Activity 4.1 pg 85</u>



Study only a **specific** area or topic to begin with. For eg. Section 3 from the history lesson.



Is what you are studying **measurable?** Establish a criteria for measuring progress. Eg. How much will I cover today? How will I know have mastered the topic?



Are you willing to do what it takes achieve your goal. Set goals that are **achievable** and realistic.



**Reward** yourself when the goal is achieved. Eg. 30 mins of your favorite tv show might help you stay motivated and hit the books again with more vigour!



The goal you set must be **time bound**.

Have a deadline and stick to it.

https://www.whiteswanfoundation.org/article/importance-of-goals-for-exams/

### Survey

Scan the section of text in order to get an overview. This may involve reading subheadings, the abstract, the first and last paragraphs.

### Revise

Create flashcards with the new terms, develop questions about the content, briefly re-survey the text, create a glossary of key terms, develop mind maps and use mnemonic devices to remember the material.

SQ3R Study technique

## Question

Ask yourself questions about the topic as you survey and attempt to compare and contrast new information with previously learned information.

## Recite

Summarise the text in your own words and recite your summary aloud.

#### Read

As you read, look for answers to the questions you first raised. Make note of highlighted keywords and study any diagrams, charts, graphs, etc.



# **Exam Writing Tips**

How to Write the Perfect Answer for Any Exam Question

## 1. Practice Past Papers

There really is no better way to get exam ready than by attempting past papers. Most exam bodies should have past papers available online but your teacher will get you started on these in class.

### 2. Read All Questions Carefully

The stress of the situation can cause you to misread a question, plan your answer out, start writing your response and then realise you made a mistake and wasted vital time. Even though you generally won't be writing answers to every question on the paper, reading all questions thoroughly will **ensure you make the right choices** and can highlight how much you know about the topic.

#### 3. Manage Your Time

This is where you need to be strict on yourself. Once you have assigned a time limit for each question, you **MUST** move on once you hit it or you won't be able to give the next question your full attention. Remember to leave yourself some time at the end to go back over your answers and add in little notes or pieces of information about the topic. You never know, this could help bump you up a grade!

#### 4. Structure Your Answer

Don't just jump into writing your answer. Take the first few minutes to plan the structure of your essay which will save you time when you are delving into meaty parts. Most essays should have an **introduction**, **three main points and a conclusion**. A lot of students see a conclusion as a final sentence to finish the piece off. A strong conclusion give an A grade student the chance to shine by bringing everything together and fortifying their opinion.

### 5. Explore Both Sides of an Argument

Don't fall into the trap of providing a one-sided view, get your hands dirty and open your mind to other possibilities.

#### 6. Review Your Answers Thoroughly

Smart students can still make the mistake of handing their answer book in without checking through what they have written. Proofread your answers as much as you can to correct any spelling mistakes and add any **extra comments** you think are worth mentioning.



What is a study strategy?



Discuss the answer as a class:



# The environment and ill-health



## **Environmental issues that cause ill-health:**

Write the date.

<u>Environmental issues that cause ill-health:</u> the use of harmful substances in food production, inhumane farming methods.

Then critically analyse the following 3 images as a class for the next 10 minutes. Write down any important points made.

### 1950 VS. 2008







DAYS 47

### ANTIBIOTIC RESISTANCE

from the farm to the table

RESISTANCE All animals carry bacteria in their intestines



SPREAD Resistant bacteria can spread to...









EXPOSURE People can get sick with resistant infections from...



animal products







IMPACT Some resistant infections cause...

mild illness

severe illness and may lead to death



Learn more about antibiotic resistance and food safety at www.cdc.gov/foodsafety/antibiotic-resistance.html



hot-iron

castration

debeaking

dehorning

tail docking

Collaborate on the Google Doc found at this link or QR Code. You have 30 minutes to complete the table in the Doc:

https://docs.google.com/document/d/1AWMKEFHmDcx3s75-fbTflGHh5GJxTE-7Qu1X3rhX8IU/edit



<u>Page Reference: 90 - 94</u>



Define inhumane farming methods.



Discuss the answer as a class:



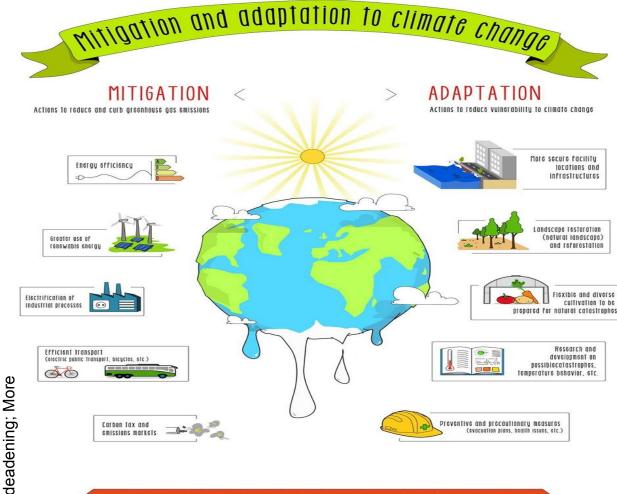
# What's the real evidence of climate change?

# Climate change



noun /adəpˈteɪʃ(ə)n/Submit adaptation

better suited The process to its environment. of change by which an organism or species becomes



the action of reducing the severity, seriousness, or painfulness /mɪtɪˈgeɪʃ(ə)n/Submit non

dulling, easing,

assuagement, palliation, cushioning,

lessening,

diminution,

alleviation, reduction, mitigation

"the identification and

something

lightening,

weakening, synonyms:

pollution"

ð

mitigation

Mitigation attends to the causes of climate change and adaptation addresses its impacts

### Climate change:

Write the date.

Participation in a community service that addresses a contemporary environmental issue indicating how this harms certain sectors of society more than others:

You will design or draw up an action campaign to serve a local climate environmental issue in your area. Below are tips on how you can achieve this:

### 10 Steps for Starting a Successful Community Service Project

#### Step 1: Find Out What Is Needed in Your Community

There are many ways to do this. Start out by asking your friends and family members if there are things that they have seen that need a solution.

### Step 2: See What You Have the Ability to Do

It's time to start asking yourself the tough, specific questions. Remember to be honest and realistic as you answer them:

What skills and talents do you have?

How many people do you realistically think you will be able to get to help you?

What skills and talents will they have?

How many hours per week can you devote to the project?

How soon do you want to do the project?

What is a realistic amount of money you will be able to raise for the project?

Do you have any materials at hand that will be helpful?

### Step 3: Choose a Project

List your activity ideas. If you have a group of people you're going to work with, allow them to help you rank the ideas from most to least important. Vote on or decide which activity you want to do. Make sure it is reasonable, within your means, and that you can actually make an impact.

#### Step 4: Develop a Plan

To start, write down exactly what you are hoping to accomplish. This will include a big-picture goal as well as the specific smaller tasks that you will need to do in order to get to that main goal.

#### Step 5: Recruit Your Volunteers

If you don't already have a group of people helping you, now is the time to get some people involved. You can advertise in local newspapers, online forums, or websites like VolunteerMatch.org.

#### Step 6: Make a Budget

Make sure you list the type of items that you need – be specific! How many will you need of each item? What is the cost per item? What is the total cost? Don't forget that your budget has to include more than just the physical items involved in your project. If you need a license to have an event or if you are going to pay someone to make an appearance, that will need to be factored into the budget as well. Finally, be sure to consider practical needs, like the cost of transportation and food on the day of the event for your volunteers.

#### Step 7: Make a Timeline

You should already have a rough idea of how long your project will take, but now you need to narrow it down to the specifics.

Pick an end date for your project that will give you enough time to put it together. Make sure that the date is approved by all necessary authorities.

### Step 8: Raise Money

Get in touch with local officials to see if they have any tips, advice, or restrictions on how you can raise money. Check into grants. Many charities will give money to projects that benefit their causes. Try to get money from a variety of sources so that you're not too reliant on just one if it happens to fail. Always have a backup plan.

### Step 9: Get Publicity

There are a number of ways you can get in touch with people who might be interested in covering your story. Start by looking for journalists who have written about similar causes or events in the past. You may be able to find an email address or other contact information by looking at previously-published articles. You should also check local papers to see if there is information about whom to contact for local stories. Finally, you can search websites such as LinkedIn, much of which can be accessed even if you don't have an account.

#### Step 10: Do the Project

Now it's time to execute all of your planning!

Page Reference: 97-98; 101-102 Exam Practice: Activity 2.1 pg 99



- 1) What is mitigation?
- 2) What is adaptation?



Discuss the answer as a class:



# Healthy Lifestyle



### Healthy and balanced lifestyle choices:

Write the date.

<u>Characteristics of a healthy and balanced lifestyle:</u>

### a) physical

When we speak of healthy lifestyle usually the first thing we think of is physical fintess and weight. Although this is important there are 4 other health areas we shall look at today.

For now, though, take a look at the 8 best running apps out there and perhaps download one and get running (5 minutes):

https://dailyburn.com/life/tech/best-running-apps-every-runner/



#### b) psychological

Your mental health is extremely important. Physical exercise can help with this, but there are other practices to be employed to assist your mental/psychological health. Research what you can do to help you in this area.

For now, though, complete any of the tests available at the link/QR Code to determine if your not doing well mentally and if you need help (10 minutes):

https://www.psycom.net/quizzes

#### c) social

Although you may have many friends at school and are a ton of social media platforms, this does not mean you are socially healthy. In fact, many times it could mean quite the opposite.



Take the toxic friendship test to see if you need help (5 minutes):

https://www.allthetests.com/quiz35/quiz/1532147530/Are-you-in-a-toxic-friendship

#### d) emotional

Your emotional health has strong links to your mental health, but "mental health refers to your ability to process information, [whilst] emotional health... refers to your ability to express feelings which are based upon the information you have processed".

(https://www.webmdhealthservices.com/2017/07/12/the-emotional-and-mental-aspects-of-well-being/)

Complete any of the emotional health tests available at the link/QR Code (10 minutes):

https://www.7cups.com/free-emotional-wellness-test/



#### e) spiritual facets

Spiritual health speaks anything from your faith to your values. It could be speaking about how close you are to God or the fact that your values are not being met in your daily living.



This is Christian-based test; you may substitute Q11 to suit your own beliefs.

http://truefoundation.com/spiritual\_health\_assessment.html

### Factors that impact negatively on lifestyle choices:

- 1. <u>No attention to mindset:</u> Make sure it homes resilience, abundance, love, appreciation and far sightedness so you can rise above the minutiae that you might otherwise get entangled in. Small mindset→Small lifestyle.
- 2. <u>Bad Company:</u> Spending time with energy vampires is going to drain you of the energy you could be spending setting your ideas in motion. Bad company→bad lifestyle.
- 3. <u>Wrong definitions of success:</u> When you define your success make sure you're being far sighted. Shallow success→shallow lifestyle.
- 4. <u>Losing the diamonds:</u> Know thy diamonds! Select what's absolutely important to you in every sphere of life. No diamonds→no good.
- 5. <u>Disregarding your body:</u> Feed it nourishing and simple food that doesn't put it to unease every day. Happy body→happy mind→healthy lifestyle

### <u>Page Reference: 110 - 116</u> <u>Exam Practice: Activity 1.1 pg 113</u>



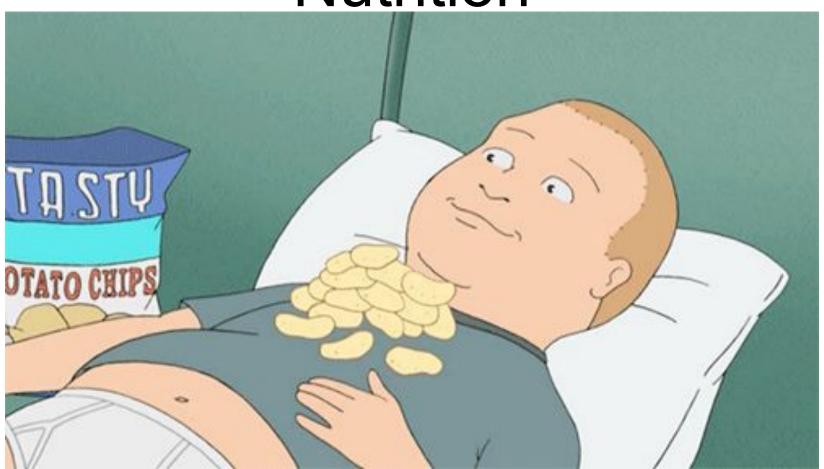
Physical is a sphere of life.
Name 3 other major spheres.



Discuss the answer as a class:



# Nutrition

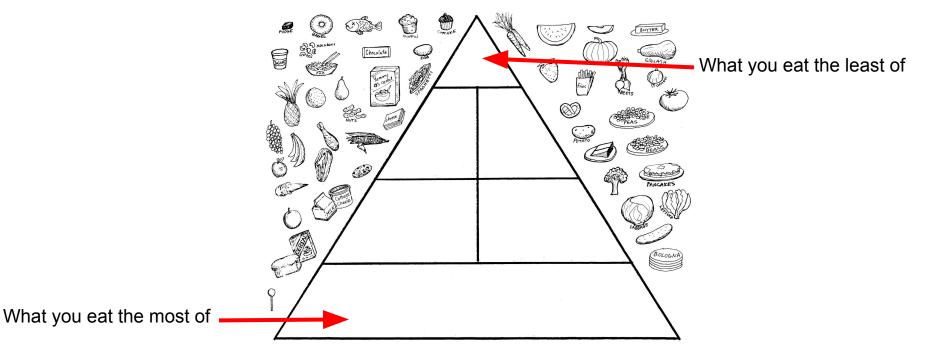


#### **Nutrition:**

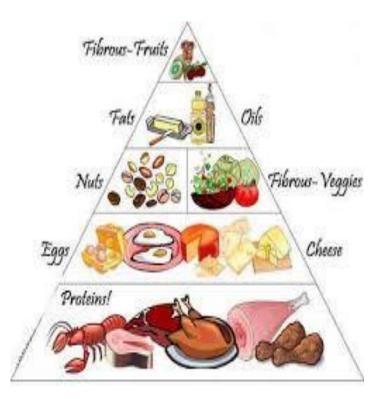
Write the date.

### Role of nutrition in health and physical activities:

Redraw and fill in this food pyramid (according to how you currently eat) in your books. Be honest with what you eat the most and least of at present:



#### Now look at these food pyramids:



This a protein-rich food pyramid specifically for muscle growth and development.



This a standard food pyramid for a balanced healthy lifestyle in general.

Now read up on some healthy eating tips at:

https://www.afr.com/lifestyle/health/these-15-sciencebacked-healthy-eating-tips-have-nothing-to-do-with-calories-20180708-h12ezg



Then answer the following questions in your book:

- 1) How does your current food pyramid compare to the two balanced ones shown to you?
- 2) What are you consuming too much of?
- 3) What are you eating too little of?
- 4) Based on the article write down 5 key points or tips you are going to try and implement in your own life.

#### <u>Page Reference: 138 - 140</u>



Name the 5 main food groups.



Discuss the answer as a class:

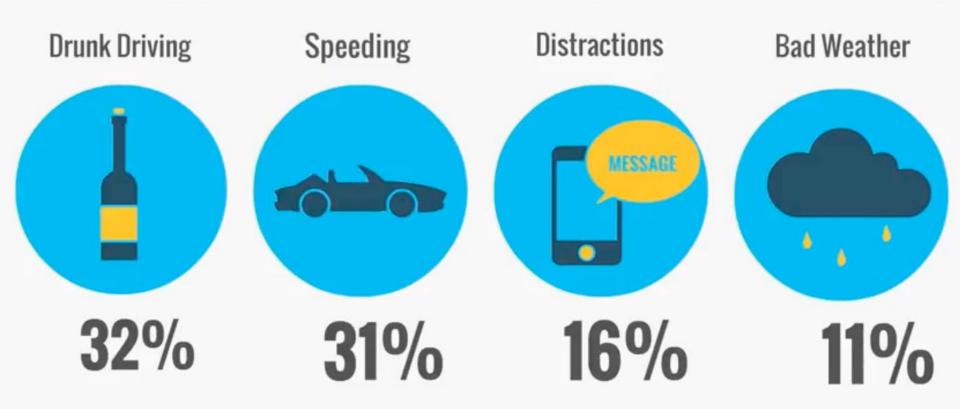




Accidents



# Percentage of Traffic Fatalities that Involve the Following



Effects on the body

due to accidents:

#### Eye Injuries

Injuries that affect the eyes can lead to vision loss or impairment, rendering the worker unable to return to his or her job.

#### **Amputations**

The loss of limbs or digits may occur during an offshore accident, or be necessary as a result of the injuries sustained in an accident as part of your medical treatment.

#### Acoustic Trauma

Hearing damage can have long-term effects on your ability to work, as well as your ability to function normally in daily life.

#### Spinal Cord Injuries (SCI)

Injuries to the spine can lead to paralysis and loss of limb function.

#### Brain Injuries (TBI)

Workers who suffer traumatic brain injuries can have problems with long-term cognitive and neurological functions.

#### Burns

These injuries can be among the most severe, with longterm physical and emotional scars.

#### Crush Injuries

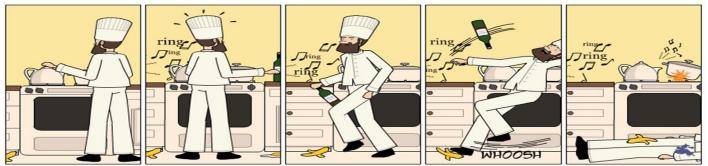
Workers trapped between or under heavy objects can suffer crush injuries, to the whole body or to limbs and digits.

#### Back Injuries

While not always catastrophic, back injuries can severely impact an offshore worker's ability to perform his or her job, affecting future earning potential.

https://www.mattandallen.com/resources/common-types-offshore-accident-injuries-infographic/

#### **Accidents:**



Write the date. As a class discuss the following questions in detail. Write down any valid points:

- a) Define the term "accidents".
- b) List all of the different types of accidents you can think of.
- c) How do you think the lack of knowledge and skills can cause accidents?
- d) How do you think unsafe attitudes and behaviours can cause accidents?
- e) How can unsafe environments lead to accidents?
- f) What emotional factors can a) cause accidents and b) be experienced after an accident?

#### <u>Page Reference: 117</u>

# Risk behaviour



### Risky behaviour and situations:

Write the date.

Risky behaviour and situations: personal safety, road use, substance use and abuse, sexual behaviour, risk of pregnancy, teenage suicides, hygiene and dietary behaviour, sexually-transmitted infections (STIs), HIV & AIDS and peer pressure.

<u>Download "the Choma game" for your device:</u>
<a href="https://choma.co.za/choma-game#sthash.AawaiRQ8.dpbs">https://choma.co.za/choma-game#sthash.AawaiRQ8.dpbs</a>

This is a game about life and making decisions which result in consequences. Play the game for the next 20 minutes and see how your "life" pans out.

### Reflection time:

- 1. How do your good, bad and risky decisions affect your life?
- 2. How does one's socio-economic environment (literacy, income, poverty, culture and social environment) affect the way one's life turns out or the paths one takes?

<u>Page Reference: 118 - 122</u> <u>Exam Practice: Activity 2.1 pg 122</u>



What is literacy?



Discuss the answer as a class:



# Positive lifestyle influences



### Factors that impact positively on lifestyle choices:

Write the date.

### Factors that impact positively on lifestyle choices:

Rank the following according to which provides the best positive influence in your life [1] to the the least positive influence in your own life [8] (5 minutes):

- a) positive role models
- b) parents
- c) peers
- d) personal values
- e) belief system/religion
- f) media
- g) social and cultural influences
- h) economic conditions

Now, interview someone in the class and let them interview you back on how **unsafe practices** (dangerous/risky behavior) can **impact/influence** (a) **themselves** and (b) **others** (25 minutes):

- 1) Physical
- 2) Emotional
- 3) Spiritual
- 4) Social
- 5) Economic
- 6) Political
- 7) Environmental

Then, look at the image on the next slide and answer the questions that follow:



<u>Individual responsibility for making informed decisions and choices:</u> coping with and overcoming barriers regarding behaviour and seeking support, advice and assistance.

- 1) Do you agree with quote in the image?
- 2) Do you think that when someone dies it was their time to go or do you think that sometimes people make really poor decisions that either get them killed or someone else killed?
- 3) How can you take responsibility for your actions in a better way?
- 4) When things are not going your way, what can you do instead of turning to risky behaviour?
- 5) Do you ever turn to people for help?
- 6) Who can you turn to if you are struggling in life or have made a mistake?

<u> Page Reference: 127 - 133</u>

Exam Practice: Activity 4.1 pg 135



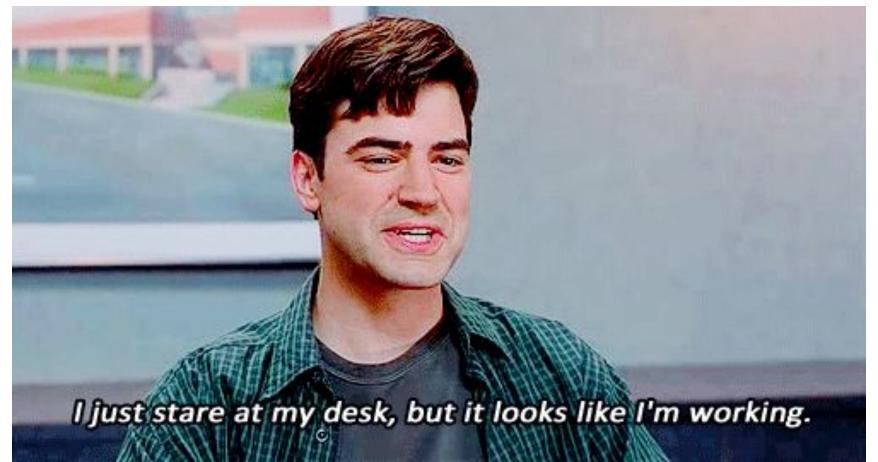
Name 1 positive and 1 negative influence on lifestyle choices in your own life.



Discuss the answer as a class:



# Abilities and ethic in work



# Competencies, abilities and ethics that will assist in securing a job and developing a career:

Write the date.

Studying advertisements

When searching for a job you will come across many job adverts. There are number of things to understand about these adverts, starting with the terms used:

Business Development: This can often refer to sales or increasing business through activities such as networking.

**Competitive salary:** If the salary is not stated it could mean that it's similar to what other employers are paying for a similar level of work or it could mean that it's negotiable. Do your research in case the question is asked at interview.

**Core Competencies:** These are simply the key skills and abilities the employer is looking for in the ideal candidate. If you do not match most of these you might reconsider your application.

**Dynamic/Proactive:** Active, energetic, solves problems, uses initiative to progress projects or find new ways to do things.

**Fast paced/challenging role:** There are likely to be lots of competing priorities that could be difficult to manage. They are looking for someone who enjoys this type of role and who can consistently meet deadlines.

**Flexible:** This suggests that you will be required to take on other tasks as required even if they are outside your immediate responsibility, or work in a different location for example. It may be that working late evenings or weekends to complete projects is required – so someone who is prepared to go the extra mile.

Self-starter/Fast Learner Suggests that there may not be a lot of training and you will be expected to pick things up quickly.

Stakeholders: Everyone who has a share, interest, investment or impact in an organisation. Stakeholders can be internal or external to the company.

https://www.york.ac.uk/students/work-volunteering-careers/look-for-work/job-toolkit/job-adverts/

You can also view (in your own time) some example adverts and how to interpret them at: <a href="https://www.york.ac.uk/students/work-volunteering-careers/look-for-work/job-toolkit/job-adverts/">https://www.york.ac.uk/students/work-volunteering-careers/look-for-work/job-toolkit/job-adverts/</a>



### **Tips for Writing A Job Application Letter**

### Always write one.

Unless they say not to, it never hurts to include one.



12 Jones Street Portland, Maine 04101 555-555-5555 email@emailaddress.com

January 14, 20\_\_

Elizabeth Johnson

Mark Smith Human Resources Manager Veggies to Go 238 Main Street Portland, Maine 04101

Dear Mr. Smith.

I was so excited when my former coworker, Jay Lopez, told me about your opening for an administrative assistant in your Portland offices. A long-time Veggies to Go customer and an experienced admin, I would love to help the company achieve its mission of making healthy produce as available as takeout.

I've worked for small companies for my entire career, and I relish the opportunity to wear many hats and work with the team to succeed. In my latest role as an administrative assistant at Beauty Corp, I saved my employer thousands of dollars in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I've attached my resume for your consideration and hope too sleak with you soon about your needs for the role.

Best Regards,

Dong Jones

Doug Jones

Sell yourself.

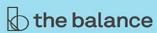
Include your skills and accomplishments.

Use keywords.

Try to include words from the job listing.

Edit, edit, edit.

Proofread for any grammar or spelling errors.



## BE ACCURATE (CHECK AND CHECK AGAIN)

ARE YOUR EMPLOYMENT DATES CORRECT?

ARE YOUR GRADES CORRECT?







Define 'competency'.



Discuss the answer as a class:

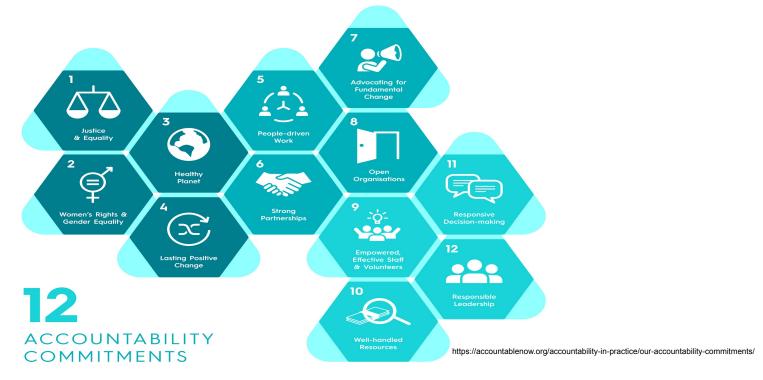


# More abilities and ethics



Write the date. Then critically discuss the following as a class (write down valid points from your discussion):

Ethics and ethical behaviour: transparency and accountability.



Using the above infographic as a guide, provide an accurate definition for "accountability".



If this cartoon represents a government with no transparency, explain how you would redraw it to show a government who is transparent.

### **Hard Skills**

VS.

## **Soft Skills**

Teachable abilities or skill sets that are easy to quantify.

Also known as "people skills" or "interpersonal skills."



Proficiency in a foreign language



A degree or certificate



Typing speed



Machine operation



Computer programming





Communication



Flexibility



Leadership



Teamwork



Time Management

https://za.pinterest.com/pin/96757091966721152/?lp=true

# Ace Your Job Interview Grooming 101

Your personal appearance during the job interview matters

Your resume got the door opened. Now, your grooming needs to keep it open while you sell YOU!

#### Hair style

Keep it conservative.

#### Eye brows

Get them groomed.

#### Mustache

Ensure it is trimmed correctly.

#### Beard

Wear it neatly trimmed or shave completely. Most interviewers have said they do not like to see a beard.

#### Teeth

Brush your teeth and invest in whitening strips or a professional whitening kit.

#### Clothing

Ensure it fits correctly.
Practice sitting in your interview suit.
Have someone critique you while standing and sitting.

#### Shoes

Ensure your shoes are clean, buffed or polished and that the heels are not excessively worn.

#### Fingernails

Men keep your nails short and clean. Ladies keep the length of your nails and polish conservative for the job interview.

#### Piercings and Tattoos

Ladies one pair of conservative earrings.
Men leave the metal home.
Cover your tattoos.

Communication experts say it takes less than 15 seconds for someone to sum you up based on your appearance.

Make the most of the time by looking your best.

## **Tips for Answering Interview Questions About Your Work Style**



### **Speed and Accuracy**

Mention if you work quickly and efficiently.



### **Working Alone or** in Collaboration

Even if you prefer working alone, emphasize that you value others input.



Do you prefer to take constant direction, or do you like to be given a task and left alone to complete it?

### **Your Communication Style**

Do you prefer email, phone conversations, or meetings? Think about what this job requires before you answer.



How you organize your day, when do you prefer to do your most difficult tasks.











Managing meetings, managing a project and office administration skills:

In the future you may find yourself in situations where you have to lead/manage a meeting or a project. Here are some tips for you to follow in this process:



Page Reference: 152 - 155



Define 'competency'.



Discuss the answer as a class:



Personal expectations



### Personal expectations in relation to job/career of interest:

Write the date.

### Personal expectations in relation to job/career of interest:

### a) expectancy and reality

Discuss three expectations of your future with the person next you.

Now get that person to tell you what they think the reality of expectations will be.

Perhaps some of the following came up in your discussion:

### **Expectation:** I will love everything about my dream job.

Reality: The reality is there are ups and downs in every job. Even the most seemingly perfect dream job has the potential for trade-offs, especially when you're starting out in that dream role. While it's important to not limit yourself in your job search based on your mental list of "must-haves," be sure you know what your priorities are. Is a flexible work schedule on your dream job wish list? Is it more important than another aspect? It's important to be realistic about your dream job and understand it may not encompass everything you desire, but it may have enough to keep you fulfilled.

**Expectation:** There is only ONE dream job for me.

Reality: The reality is that there are a variety of jobs you might thrive in, so don't limit yourself! What you think of now as your dream job may change in the next five to 10 years. Think back to what you wanted to be when you were in kindergarten. Is it the same as what you want now? If it is, that's great! If not, don't worry about force-fitting yourself into just one dream job. You may find your true dream job during the search for what you originally desired. Keeping an open mind is important when pursuing a dream.

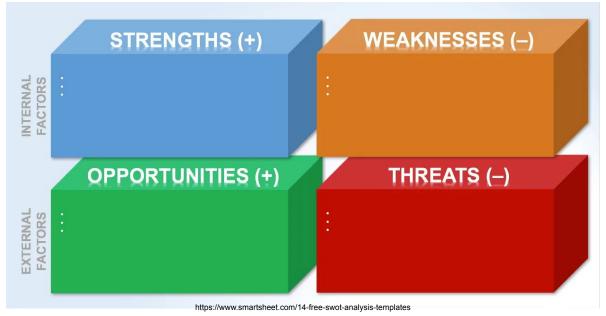
**Expectation:** I won't have to change much/anything to get my dream job.

**Reality:** The reality is you may have to relocate, learn a new skill, or make some sacrifices to land your dream job. The probability of attaining that job is low until you step out of your comfort zone. While it would be nice to step into your dream job on the first try, it usually takes years of hard work and determination. In the meantime, use your current job to build your skills and continue pursuing that dream of yours.

Reflect: How can you make your goals and expectations more realistic?

### b) chances of success and satisfaction

Complete a SWOT analysis (seen below) on you as an individual:



### c) suitability audit

Based on the above SWOT analysis, how suitable do you think you are for your future career?

<u>Page Reference: 158 - 161</u> <u>Exam Practice: Activity 3.2 pg 159</u>



- What is transparency?
- 2) What is accountability?



Discuss the answer as a class:



# Self-knowledge



### Self-knowledge in relation to work:

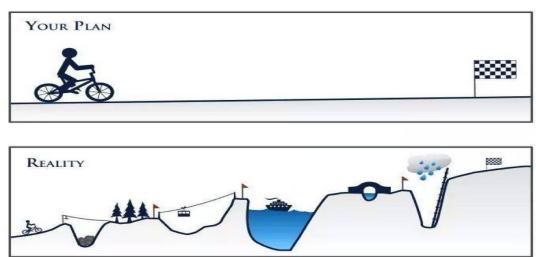
Write the date.

Knowledge about self in relation to the demands of the world of work and socio-economic conditions: Carefully analyse these images and complete the table of the next slide:



	Skilled Labour	Unskilled Labour	Semi-skilled labour
Picture A/B/C?			

#### Expectancy, reality and perseverance:



Critically analyse the above image by means of an in depth class discussion. Write down any valid points from the discussion.

Page Reference: 165 - 168 Exa

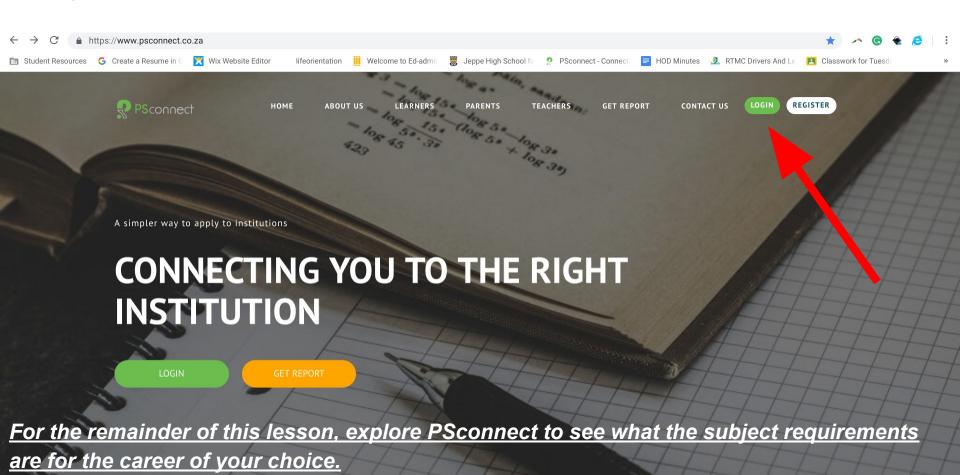
Exam Practice: Activity 5.1 pg 169 ONLY question 4

#### Additional and higher education studies required for different careers:

Use your phones and log on to <a href="https://www.psconnect.co.za">www.psconnect.co.za</a> or use the following QR Code:



#### Login into PSconnect:





What is a semiskilled worker?



Discuss the answer as a class:



# Gender roles



#### **Gender roles:**

Write the date. Today you will be having a class debate. You will first need to do the following and then take notes during the debate:

Gender roles and their effects on health and well-being: self, family and society

<u>The class must be split into 2 groups.</u> As groups you will have 5 minutes to discuss the following statements. Copy/take a photo of the table. The table will show you which side your group has to argue for. All of the statements are based on the image on the next slide. The debate should only be 20 minutes maximum:

Questions:	GROUP A	GROUP B
This image shows exactly what is happening in the world today.	Agree	Disagree
This what should be happening in the world.	Disagree	Agree
These stereotypical gender roles influence self, family and society in a positive way.	Disagree	Agree
Subscribing to stereotypical gender roles is a good thing.	Disagree	Agree



You have 10 minutes to Google (or find in your textbook) definitions for the following concepts: power relations, power inequality, power balance and power struggle (in terms of between genders).

Now discuss with the person next to you, how the following could affect you personally if it happened to you (10 minutes):

- a) abuse of power towards an individual (physical abuse)
- b) in family (incest)
- c) cultural (different mourning periods for males and females)
- d) social (domestic violence and sexual violence/rape)
- e) work settings (sexual harassment)
- f) how can you address unequal power relations and power inequality between genders

<u>Page Reference: 174 - 189</u> <u>Exam Practice: Activity 1.1 pg 177</u>



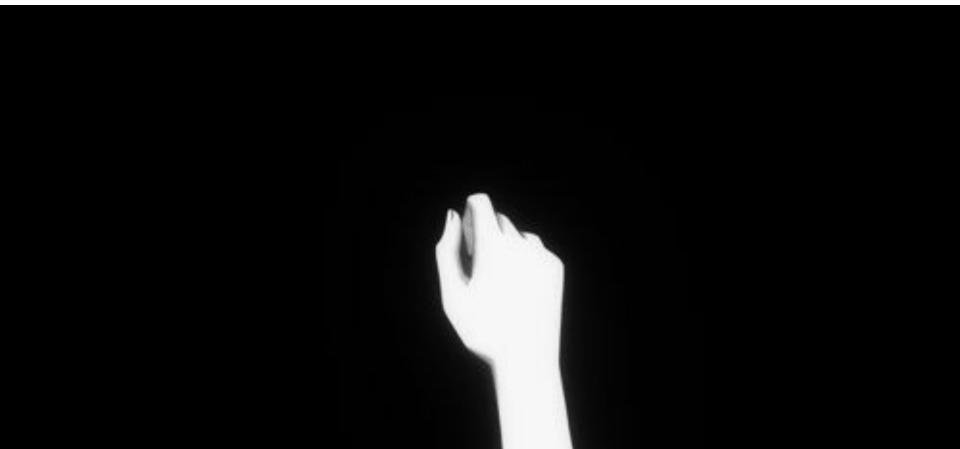
What is an unequal power relation?



Discuss the answer as a class:



# Religions and harmony



### Work ethics and societal expectations:

Write the date.

Contributions of South Africa's diverse religions and belief systems to a harmonious society and own belief system: Clarify own values and beliefs.

Refer to your printed worksheet that looks like this:

	LIFE REFLECTION
	Take some quiet, undisturbed time to thoughtfully respond to the reflection questions. Allow yourself freedom to listen to your soul's longings without judgement or self-editing.
In a fev	w words or phrases, describe how you are presently doing:
How h	ave you experienced God lately?
What h	as been life-giving? What has been life-draining?
What t	hings are presently occupying your mind and heart?
how full betwee circle to that are outer ed the dots starburs As you	h saction of the circle diagram, consider filled you feel in that area. Draw a dot in n the contex of the circle and the outler represent the amount you feel fulfilled in a, with the contex representing of its and the gas representing to Connect each of to creative shape - most likely it is a Llook at the shape on the diagram, re your thoughts or insights?  Restorates  Net Propose & Vision  Restorates
What a	re the hopes and desires you want to bring to God?

- 1. Answer all of these questions in as honest detail as possible.
- 2. If you do not have faith in anything, then just for this exercise assume that there is a God.
- 3. Once you have completed the sheet then stick it in your workbook.
- 4. You have 10 minutes to complete this.

Now to further clarify own values and beliefs. This is important to do as it will show you where your priorities lie and what you can work on.

Complete the Personal Values Assessment at the following link/QR Code (10 minutes):

https://survey.valuescentre.com/survey.html?id=s1TAEQUStmx-pUlle-ma6Q



Remember to write down what your 3 highest values are. Now change your lifestyle to suit these.

#### <u>Time for an intense class discussion:</u>

Critically analyse the following moral and spiritual issues and dilemmas:

- a) What is the difference between faith and religion?
- b) Give 5 examples of how religion/faith has not brought about peace.
- c) Give 5 examples of how religion/faith has brought about peace.
- d) Is religion a good thing?
- e) Is faith a good thing?
- f) What exactly does the "right-to-life" mean and is it a good thing?
- g) Do you agree or disagree with euthanasia? What if your wife was battling with a life-threatening illness, then would it be okay?
- h) Should we respect cultural practices and traditions? What if it is a cannibal culture and they want to eat you? Where do you draw the line?
- i) If someone is struggling financially, does it mean that God has not blessed them? Or have they messed up and made bad decisions? Or were they born into poverty?

#### <u>Page Reference: 196 - 211</u>