



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

Communication in English: NQF Level 1
Total: 50 marks
Duration: 7 hours
Task 5: Project

Learner Information

Name _____
Surname _____
Identity number/
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 ACTIVITIES** in this task.
3. Adhere to the numbering used in the question paper.



ACTIVITY 1: REPORT

You are a Facilitator at the ABET School in your area. As the Life Orientation Facilitator, the Ward Councilor has invited you to speak at a rally to raise awareness of HIV and AIDS in your community. In order for you to do this successfully, you need to visit the local clinic and compile a report so you may be able to give specific information when you address the community at the rally. Write a report about the effects of HIV and AIDS in the community and reasons why everybody needs to be properly informed. Your report must reflect the following topics:

- A title
- Introduction (background and purpose)
- Findings (list of the needs)
- Recommendations (what should your community assist with)

TOTAL MARKS FOR ACTIVITY 1**[15]**

Report Title:

Introduction:

Findings:



Recommendations:



ACTIVITY 2: AGENDA AND MINUTES OF MEETING

The community in which your Ward Councillor is based has requested that you organise a meeting with a few business owners. The purpose of the meeting will be to ask them to sponsor the rally at which awareness around HIV and AIDS will be addressed.

Write the agenda (not more than 5 items), as well as the minutes of your meeting with the local business owners. The minutes must reflect the discussions and resolutions of the meeting as you will later distribute them to the rally organisers.

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

A. Agenda of meeting

Date of meeting: _____

Meeting Venue: _____

Time of meeting: _____

Agenda Items

1 _____

2 _____

3 _____

4 _____

5 _____

B. Minutes of meeting

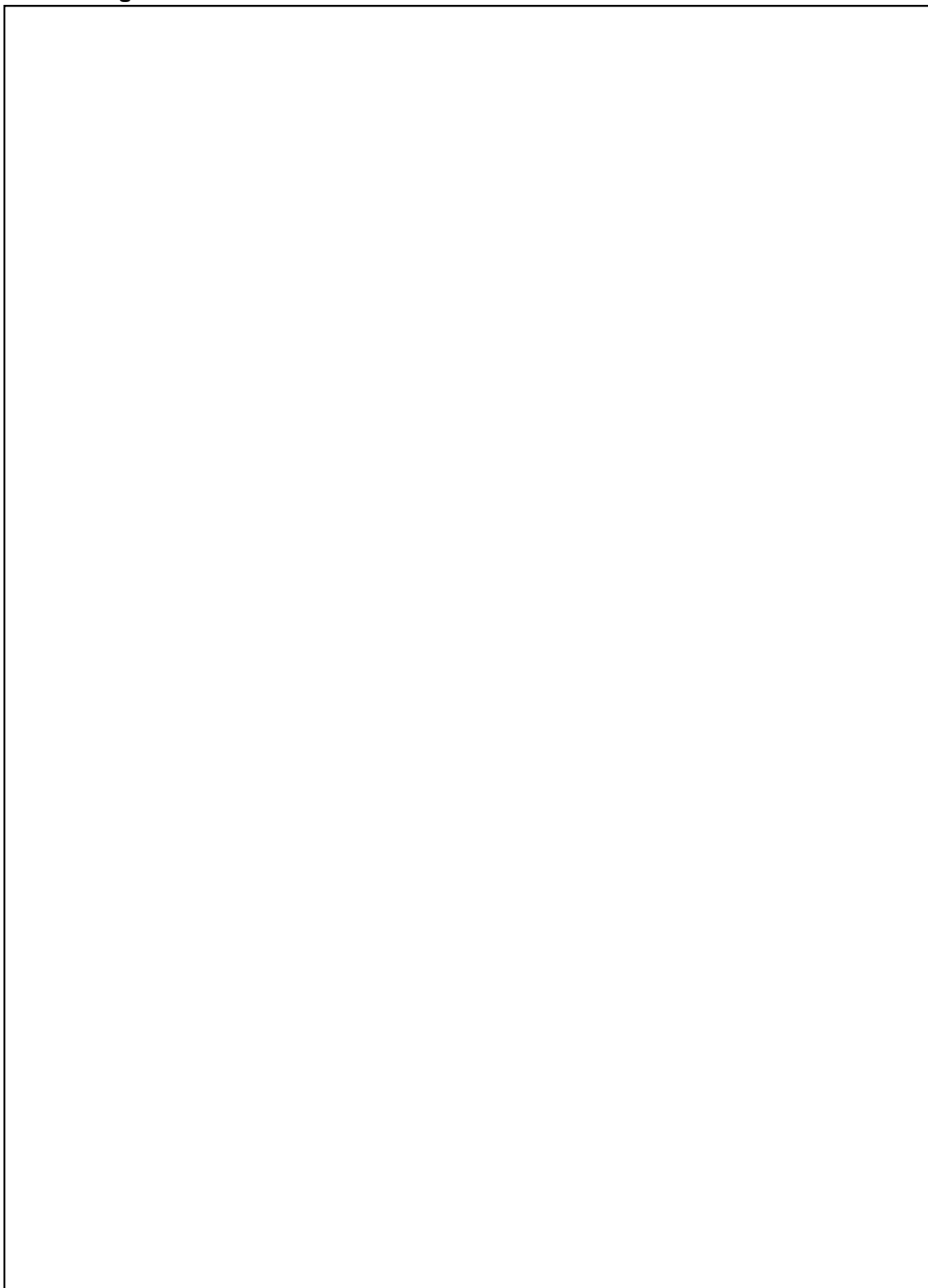


ACTIVITY 3: DESIGNING A POSTER

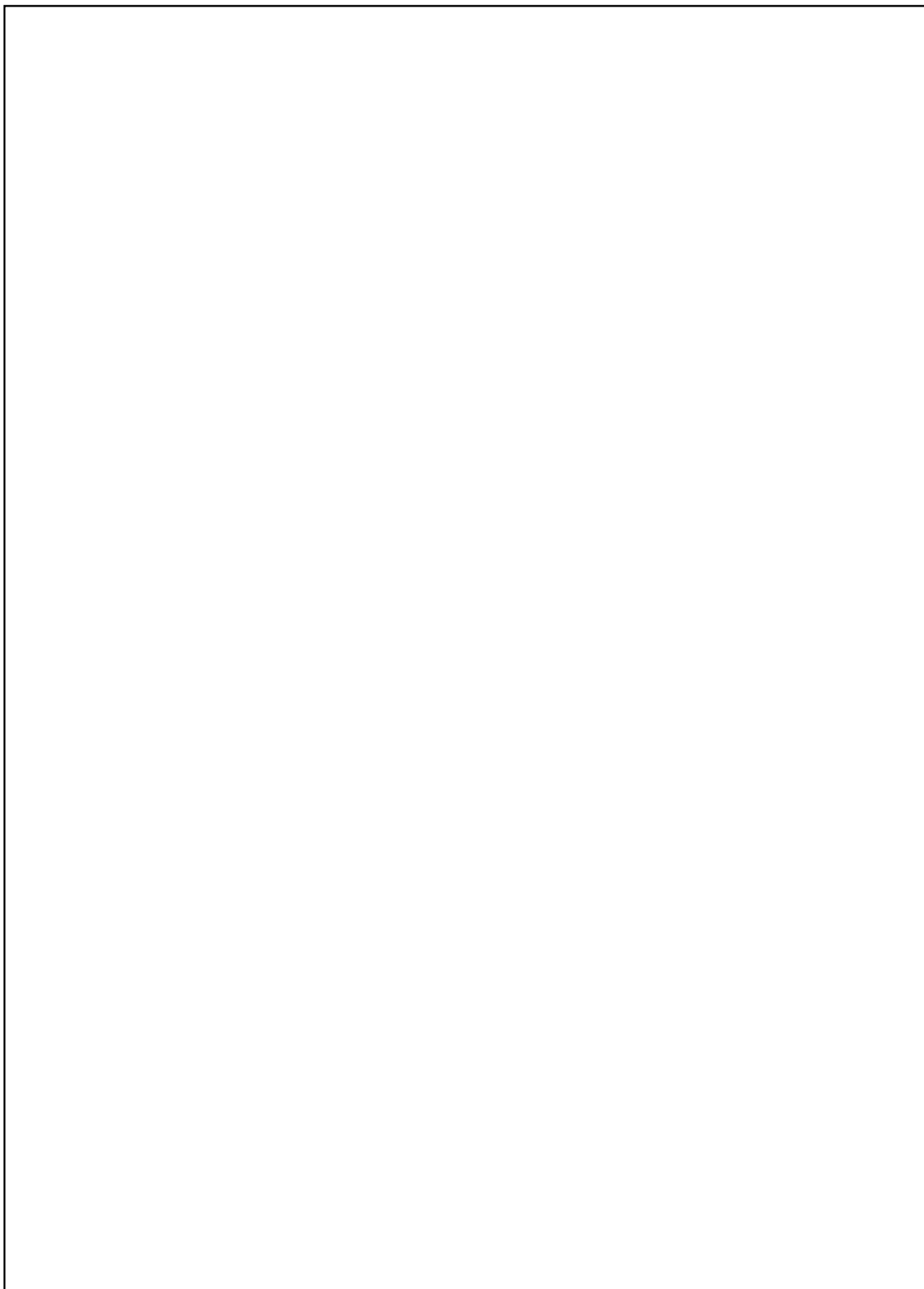
You have approached your ABET students to assist you in promoting the rally addressing HIV and AIDS in your community. Design a poster to advertise the HIV and AIDS talk at the upcoming rally in your community.

TOTAL MARKS FOR ACTIVITY 3**[15]**

Draft Design: Poster



Final Design: Poster



TOTAL FOR TASK 5: 50 MARKS

	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 5	Activity 1	15		
	Activity 2	20		
	Activity 3	15		
	Total: Task 5	50		

