



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

<b>Small Medium &amp; Micro Enterprises:</b>	<b>NQF Level 1</b>
<b>Total:</b>	<b>50 marks</b>
<b>Duration:</b>	<b>3 hours</b>
<b>Task 5:</b>	<b>Test</b>

**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 question paper 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 is a type of business?

- A. Partnership
- B. Service
- C. Company
- D. Close Corporation (1)

1.1.2 A company that does not sell retail products:

- A. NYDA
- B. Pick n Pay
- C. Shoprite
- D. Dischem (1)

1.1.3 Money used to start a business is called \_\_\_\_\_.

- A. trade account.
- B. costs.
- C. capital.
- D. interest. (1)



1.1.4 \_\_\_\_\_ is an instrument used to conduct market research.

- A. Income statement
- B. Questionnaire
- C. Code of conduct
- D. The business idea (1)

1.1.5 Sales price minus cost price = \_\_\_\_\_.

- A. salary.
- B. income.
- C. profit.
- D. dividends. (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 The role of an entrepreneur is to create jobs.

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(1)

1.2.2 A market is a place where buyers and sellers meet.

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(1)

1.2.3 Door to door is one of the factors to be considered when screening a business idea.

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(1)



1.2.4 Maximising profit is one of the aims of starting a business.

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(1)

1.2.5 A natural disaster is not one of the risk factors associated with operating a business.

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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	The owners of a private company.	A.	Discount price (1)
1.3.2	Characteristic of an entrepreneur.	B.	Financial plan (1)
1.3.3	Example of business ethics.	C.	Time management (1)
1.3.4	Component of the business plan that explains the business money.	D.	Door-to-door (1)
1.3.5	Selling something at a lower price than the selling price.	E.	Shareholders (1)
		F.	Justice

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).

target market, promotion convey ideas, Code of Conduct, PAYE, retrenchment, monitoring systems, earthquake
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- 1.4.1 \_\_\_\_\_ ensures that the job allocated is completed according to the required standard and within a given time. (1)
- 1.4.2 One of the skills needed to when presenting a business plan is the ability to \_\_\_\_\_. (1)
- 1.4.3 \_\_\_\_\_ is an example of external risk involved in running a business. (1)
- 1.4.4 \_\_\_\_\_ is a process of reducing the number of employees in a business. (1)
- 1.4.5 A group of people who have the potential to support the business is the \_\_\_\_\_. (1)

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

**Total marks for Question 1 [20]**

**Total marks for SECTION A: 20 MARKS**

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



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

Read the information below and carefully answer the questions that follow.

Zolile wants to open a hair salon business. She read in a newspaper that before she can start a business, she needs to draw up a business plan.

(own creation)

2.1 Give THREE reasons why it is important for her to write a business plan.

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(6)

2.2 Discuss why a business plan needs to be presented.

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(2)



2.3 Describe how you would use body language when presenting a business plan.

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(2)

2.4 Zolile spends R4 000 every week on stock, R200 for transport, and R150 for airtime. She buys new stock and airtime four times a month.

Zolile's profit is 65% of the money she spends on the stock.

2.4.1 Calculate Zolile's expenditure for a month.

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(4)

2.4.2 Calculate Zolile's profit for a month.

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(3)





2.4.3 Calculate Zolile's income.

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(3)

**Total marks for Question 2**

**[20]**



**QUESTION 3**

3.1 Name TWO ways of evaluating methods of market research.

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(2)

3.2 Mention TWO types of taxes that an entrepreneur must comply with.

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(2)

3.3 Discuss TWO disadvantages of starting a business.

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(4)

3.4 Provide ONE reason why a business idea may be non-viable.

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(1)

3.5 Identify ONE thing that should be done before starting any business

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(1)

**Total marks for Question 3**

**[10]**

**Total marks for SECTION B: 30 MARKS**



**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>		

