

**NAMIBIA SENIOR SECONDARY CERTIFICATE**

**OFFICE PRACTICE ORDINARY LEVEL**

**6157/2**

PAPER 2 Text Layout (Computer)

3 hours

**2022**

**TEACHER'S NOTES**

- This should be done the day before the examination.
- Open **Question 1** and load the Letterhead onto the server.
- Open **Question 2** Logos and load the question onto the server. Do **not** crop or edit the images. The candidates should do the adjustments.
- Open **Question 5** and load the Proofreading onto the server.
  - If the CD does not want to open, then key in Question 5 with errors and save it as QUESTION 5 on the C-drive.
- All errors are underlined. **Please do not underline the errors on the keyed-in version. Switch off the following function:**
  - Click on **OFFICE BUTTON**, Click on **WORD OPTIONS**, Click on **PROOFING**, Check **spelling as you type. (Microsoft Word 2007)**.
- **Please note that your programme might correct some of these errors automatically.** After the document has been keyed in, go back to those errors that have been corrected and change them to errors.
- Open Question 6 and load the spreadsheet onto the server.

This document consists of **6** printed pages.



Republic of Namibia

**MINISTRY OF EDUCATION, ARTS AND CULTURE**



# Ministry of Education, Arts & Culture

**Circular No:**

**File No:**

**Enquiries:**

**Tel: (061) 244 375**

**Luther Street  
Government Office Park  
Private Bag 13186  
WINDHOEK**



QUESTION 5



**MINUTES  
COMMITTEE MEETING  
5 JULY 2022**

**MINUTES** of a Committee Meeting of the Rock River Soccer Club held at Thule Hotel Conference Centre, Windhoek on Wednesday 8 July 2022 at 8:15 pm.

**1. PRESENT**

D. Brown, K. Jones, E. Smith, A. Greaves, K. Holmes and L. Johnson.

**2. APOLOGIES**

J. Carroll, G. Edwards, S. Davies.

**3. READING OF MINUTES OF PREVIOUS MEETING**

Moved by A. Greaves that minutes of the previous meeting on 1<sup>st</sup> March 2022 be adopted as a original record.  
Seconded: G. Edwards; Motion was carried.

**4. MATTER ARISING**

- a. In the matter of Chris Thompson, minutes recording the committee decision have been located and if time allows, the matter will be added to the agenda for this meeting.
- b. Concerns and issues raised by M.Owens at the previous committee meeting (1 March 2022) regarding his contract of employment, have received attention by Messrs K. Jones and S. Davies.
- d. The committee is resolved to re-examine the club's need for refinancing in March 2022 in time for the General Meeting after Easter. This may involve choosing a new banking institution.

**5. FINANCIAL REPORTS**

The Treasurer tabled the Monthly Financial Reports for June 2022.

## **6. CORRESPONDENCE INWARDS**

- a. P. Beattie - Volunteer Awards 2022 Committee agreed with suggestion from F. Smith to nominate Matthew Gray for an award for his services to the club.
- b. Sports Australia - Ideas for fun fundraising activities.
- c. IEA Sport - News Letter.
- d. Blackstone Shire Council - Newsletter.

## **7. CORRESPONDENCE OUTWARDS**

- a. Office of Fair Trading - Submission of Annual Return.
- b. Office of Gaming Regulation (OGR)  
Copy of Annual Report must be sent to QOGR by  
14 July Annual Report includes:
  - (1) Audited Financial Statements
  - (2) Auditors General Report
  - (3) Statement of Club Members

## **8. COACH UPDATE CLINIC WITH GEOFF PIKE**

Event will take place on 26 August 2022, 2:00 pm - 8:00 pm. Coaches attending will receive coach update points. The target for participants is 50. S. Murray may bring 10-20 participants. Cost for participants will be N\$33 including VAT.

## **9. ACADEMY UPDATE**

- G. Edwards gave an update of the Academy which included:
- Black Stump Soccer Club has also gained a coach from SunShine Bay Soccer Club.
  - John Hopkins will coach U17.
  - G. Edwards will coach U/13 Development Squad.
  - Raffle Tickets have arrived and will be distributed to Academy Players.

**10. DELIVERY OF PHONE BOOKS**

This fundraising project was cancelled by the committee due to lack of volunteers.

**11. NEW COMMITTEE MEMBER**

Following advice from John Hopkins it was moved by A. Greaves and seconded by K. Holmes that John Hopkins be appointed as a committee member. Carried unanimously

**12. SPONSORSHIP**

Should seek sponsors from Group Training Queensland.

**13. CANTEEN CONVENOR**

Ideas were put forward on how to obtain a canteen convenor and voluntary support for the canteen. Expression of interest for position to go up in club and circulated by email. All teams would be rostered to assist in the canteen.

The meeting concludes at 10:15 am.

.....  
CHAIRMEN

.....  
SECRETARY

.....  
DATE

CANDIDATE NUMBER

QUESTION 6

ITEMS	COST PRICE	SELLING PRICE	15 % MARK-UP	UNITS SOLD	TOTAL PROFIT
Swiss Rolls Cream	14.5			51	
Crackers	19.95			46	
Bread Rolls	0.95			586	
French Loaves	4.95			350	
Pies	14.99			325	
Fruit Cake	85			71	

**BLANK PAGE**

---

The DNEA acknowledges the usage and reproduction of third party copyright material in the NSSC Assessment, **with and without permission** from the copyright holder. The Namibian Government Copyright Act allows copyright material to be used limitedly and fairly for educational and non-commercial purposes.

The Directorate of National Assessment and Examinations operates under the auspices of the Ministry of Education, Arts and Culture in Namibia.