



GENERAL CERTIFICATE IN EDUCATION: TECHNICAL OCCUPATIONAL PSW

PERSONAL AND SOCIAL WELLBEING LEARNER WORKBOOK

Year 1- Term 2

NAME & SURNAME: _____

CLASS: _____ TEACHER: _____



WEEK 1 & 2

DEVELOPMENT OF SELF: ABILITIES, INTEREST AND POTENTIAL.

Self-image is the idea you have about yourself. This includes your appearance and your personality. Your personal abilities, interests and potential add to the picture you create about yourself.

Having a positive self-image gives you the confidence to meet other people, enjoy different experiences and develop new skills and talents. In this way you can fulfil your potential.

But before you can fully reach your potential you first have to figure out what your abilities and interests are.

Differences between abilities, interest and potential

Abilities:

Ability is the possession of the means or skill to do something. In other words it's the talent or skill to do something good in a particular area. For example, all the learners in grade 7 in Pro-Practicum School have the ability to read and write.

Interest:

Interest is the feeling of wanting to know or learn about something or someone. In other words, it's a feeling of something that you really want to know and learn more about. For example, if you have a passion for sport, you will try and find out as much as possible about that particular sport. You then show an interest in the sport and thus learn more about the sport to become good in it.

Potential:

Potential is the possibility of something happening or of someone doing something in the future. It is qualities and abilities that may be developed and lead to success. In other words, it is the possibility of something.

Relationship between abilities, interests and potential.

The idea you have about yourself can help you to achieve your full potential. But in order for you to achieve your potential, you need to have a good idea about what you are capable of doing. Your potential refers to all the possible things that you can achieve. This is based on personal interests, abilities, opportunities, strengths and effort. A positive self-image is important if you want to be successful in life.

Now that we know what the difference between abilities, interests and potential are, look at Activity 1.

Activity 1: My own abilities, interests and potential

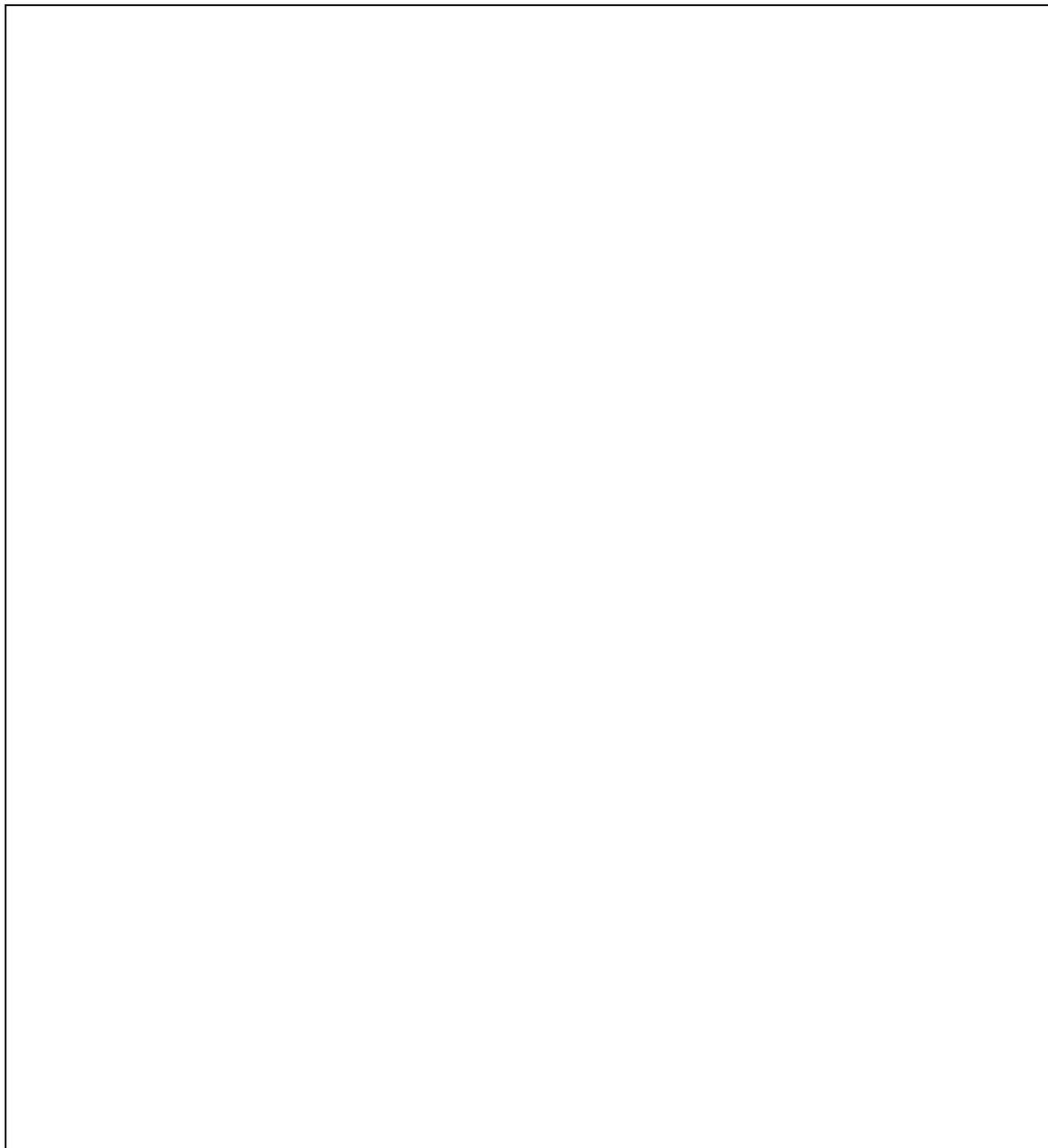
1. Give a clear definition of the term abilities. (2)

2. What is the difference between interests and potential? (3)

3. Look at the table below and write down your own abilities, interests and potential. (6)

<u>Abilities</u>	<u>Interests</u>	<u>Potential</u>

4. Cut pictures from magazines and newspapers that represent your interests.
You may paste these pictures in the table below. (4)



Total: ___/15



REMEDIAL. Activity 1: My own abilities, interests and potential

1. Look at the table below and write down your own abilities, interests and potential. (6)

<u>Interests</u>	<u>Abilities</u>	<u>Potential</u>

2. Differentiate between potential and interest. (4)

a.
b.

3. What are abilities? (2)

4. What is self-image? (3)

Total: ___/15

WEEK 3 & 4. HEALTH, SOCIAL AND ENVIRONMENTAL RESPONSIBILITIES: **Basic first aid in different situations.**

First aid:

First aid refers to any help given to a sick or injured person until full medical treatment is available. First aid can and does save lives.

Basic first aid: safety.

Remember fools rush in where wise men fear to treat. When something happens and you need to apply first aid, you first have to make sure that **you** are safe. Safety remains a priority wherever we go to find or help a person.

Identify and differentiate between injuries.

Cuts and grazes:

Cuts and grazes are common injuries that can usually be treated at home. A cut is when the skin is fully broken, and a graze is when only the top layers of skin are scraped off.

Usually, all you need to do is clean the cut or graze to reduce infection and apply pressure and raise the injury to stop the bleeding. The wound should heal by itself in a few days.



Open cut wound



Graze wound

Burns, scalds and sunburn

Burns and scalds are damage to the skin caused by heat. Both are treated in the same way.

A burn is caused by dry heat - by an iron or fire for example. A scald is caused by something wet, such as hot water or steam.

Burns can be very painful and can cause:

- red or peeling skin
- [blisters](#)
- swelling

- white or charred

The amount of pain you feel isn't always related to how serious the burn is. Even a very serious burn may be relatively painless.

Treating burns and scalds

To treat a burn, follow the [first aid](#) advice below:

- **Immediately get the person away from the heat source** to stop the burning.
- **Cool the burn** with cool or lukewarm water for 20 minutes - do not use ice, iced water or any creams or greasy substances, such as butter.
- **Remove any clothing or jewellery** that is near the burnt area of skin, including babies' nappies - but do not move anything that is stuck to the skin.
- **Make sure the person keeps warm** – by using a blanket, for example, but take care not to rub it against the burnt area.
- **Cover the burn** by placing a layer of cling film over it - a clean plastic bag could also be used for burns on your hand.
- **Use painkillers**, such as [paracetamol](#) or [ibuprofen](#), to treat any pain.
- **If the face or eyes are burnt, sit up as much as possible**, rather than lying down - this helps to reduce swelling.

Sunburn:

In cases of [sunburn](#), follow the advice below:

- If you notice any signs of sunburn, such as hot, red and painful skin, move into the shade or preferably inside.
- Take a cool bath or shower to cool down the burnt area of skin.
- Apply after-sun lotion to the affected area to moisturise, cool and soothe it. Do not use greasy or oily products.
- If you have any pain, paracetamol or ibuprofen should help relieve it. Always read the manufacturer's instructions and do not give aspirin to children under 16 years of age.
- Stay hydrated by drinking plenty of water.
- Watch out for signs of [heat exhaustion or heatstroke](#), where the temperature inside your body rises to 37–40°C or above. Symptoms include dizziness, a rapid pulse or vomiting.

If a person with heat exhaustion is taken quickly to a cool place, given water to drink and has their clothing loosened, they should start to feel better within half an hour. If they don't, they could develop heatstroke. This is a medical emergency and you'll need to call 911 for an ambulance.



Sunburn



First degree
burn



Second degree
burn



Third degree
burn



Stings and bites:

Most reactions to insect bites and stings are mild, causing little more than redness, itching, stinging or minor swelling. Rarely, insect bites and stings, such as from a bee, a wasp, a hornet, a fire ant or a scorpion, can result in severe reactions. Some insects also carry diseases.

For mild reactions

To take care of an insect bite or sting that causes a mild reaction:

- Move to a safe area to avoid more bites or stings.
- If needed, remove the stinger.
- Wash the area with soap and water.
- Apply a cool compress. Use a cloth dampened with cold water or filled with ice. This helps reduce pain and swelling. If the injury is on an arm or leg, elevate it.
- Apply a cream, gel or lotion to the injured area. Use products containing ingredients such as hydrocortisone, pramoxine or lidocaine to help control pain. Use creams such as calamine lotion or those containing colloidal oatmeal or baking soda to help soothe itchy skin.

- Use over-the-counter medications. Try a pain reliever, such as acetaminophen (Tylenol, others) or ibuprofen (Advil, Motrin IB, others), or an antihistamine (Benadryl, Chlor-Trimeton, others).

Usually, the signs and symptoms of a bite or sting disappear in a day or two. If you're concerned — even if your reaction is minor — call your doctor.

When to seek emergency care

Call 911 or your local emergency number if the injured person experiences:

- Difficulty breathing
- Swelling of the lips, eyelids or throat
- Dizziness, faintness or confusion
- Rapid heartbeat
- Hives
- Nausea, cramps or vomiting
- A scorpion sting and is a child

Take these actions immediately while waiting for medical help:

- Ask the person if he or she is carrying an epinephrine auto injector (Epicene, Auvi-Q, others) to treat an allergic attack.
- If the person says he or she needs to use an auto injector, ask whether you should help inject the medication. This is usually done by pressing the auto injector against the person's thigh and holding it in place for several seconds.
- Loosen tight clothing and cover the person with a blanket. Don't give him or her anything to drink.
- Turn the person on a side to prevent choking if he or she is vomiting or bleeding from the mouth.
- Begin CPR if the person shows no signs of circulation, such as breathing, coughing or movement.



Bruises, poisoning, bleeding and choking.

Bruises:

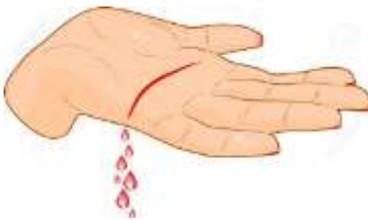


A bruise forms when a blow, breaks blood vessels near your skin's surface, allowing a small amount of blood to leak into the tissues under your skin. The trapped blood may cause a bruise that at first looks like a black-and-blue mark and then changes color as it heals.

If your skin isn't broken, you don't need a bandage. But you can enhance bruise healing with these simple techniques:

- Elevate the injured area.
- Apply an ice pack wrapped in a towel or a cloth dampened with cold water. Do this for about 10 minutes. Repeat several times a day for a day or two after the injury as needed.
- Rest the bruised area, if possible.

Bleeding:



1. Stop Bleeding

- Apply direct pressure on the cut or wound with a clean cloth, tissue, or piece of gauze until bleeding stops.
- If [blood](#) soaks through the material, don't remove it. Put more cloth or gauze on top of it and continue to apply pressure.
- If the wound is on the arm or leg, raise limb above the [heart](#), if possible, to help slow bleeding.
- [Wash your hands](#) again after giving [first aid](#) and before cleaning and dressing the wound.
- Do not apply a tourniquet unless the bleeding is severe and not stopped with direct pressure.

2. Clean Cut or Wound

- Gently clean with soap and warm water. Try to rinse soap out of wound to prevent irritation.
- Don't use [hydrogen peroxide](#) or iodine, which can damage tissue.

3. Protect the Wound

- Apply antibiotic cream to reduce risk of infection and cover with a sterile bandage.
- Change the bandage daily to keep the wound clean and dry.

Poison:

Poisoning is injury or death due to swallowing, inhaling, touching or injecting various drugs, chemicals, venoms or gases. Children are particularly sensitive to even small amounts of certain drugs and chemicals.

When to suspect poisoning

Poisoning signs and symptoms can mimic other conditions, such as seizure, alcohol intoxication, stroke and insulin reaction. Signs and symptoms of poisoning may include:



- Burns or redness around the mouth and lips
- Breath that smells like chemicals, such as gasoline or paint thinner
- Vomiting
- Difficulty breathing
- Drowsiness
- Confusion or other altered mental status

If you suspect poisoning, be alert for clues such as empty pill bottles or packages, scattered pills, and burns, stains and odors on the person or nearby objects. With a child, consider the possibility that he or she may have applied medicated patches or swallowed a button battery.

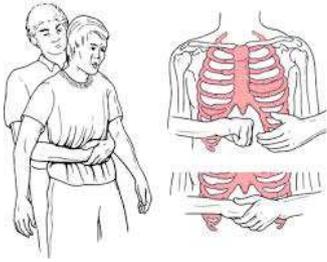
When to call for help

Call 911 or your local emergency number immediately if the person is:

- Drowsy or unconscious
- Having difficulty breathing or has stopped breathing
- Uncontrollably restless or agitated
- Having seizures
- Known to have taken medications, or any other substance, intentionally or accidentally overdosed

Be ready to describe the person's symptoms, age, weight, other medications he or she is taking, and any information you have about the poison. Try to determine the amount ingested and how long since the person was exposed to it. If possible, have on hand the pill bottle, medication package or other suspect container so you can refer to its label when speaking with the poison control center.

Choking:



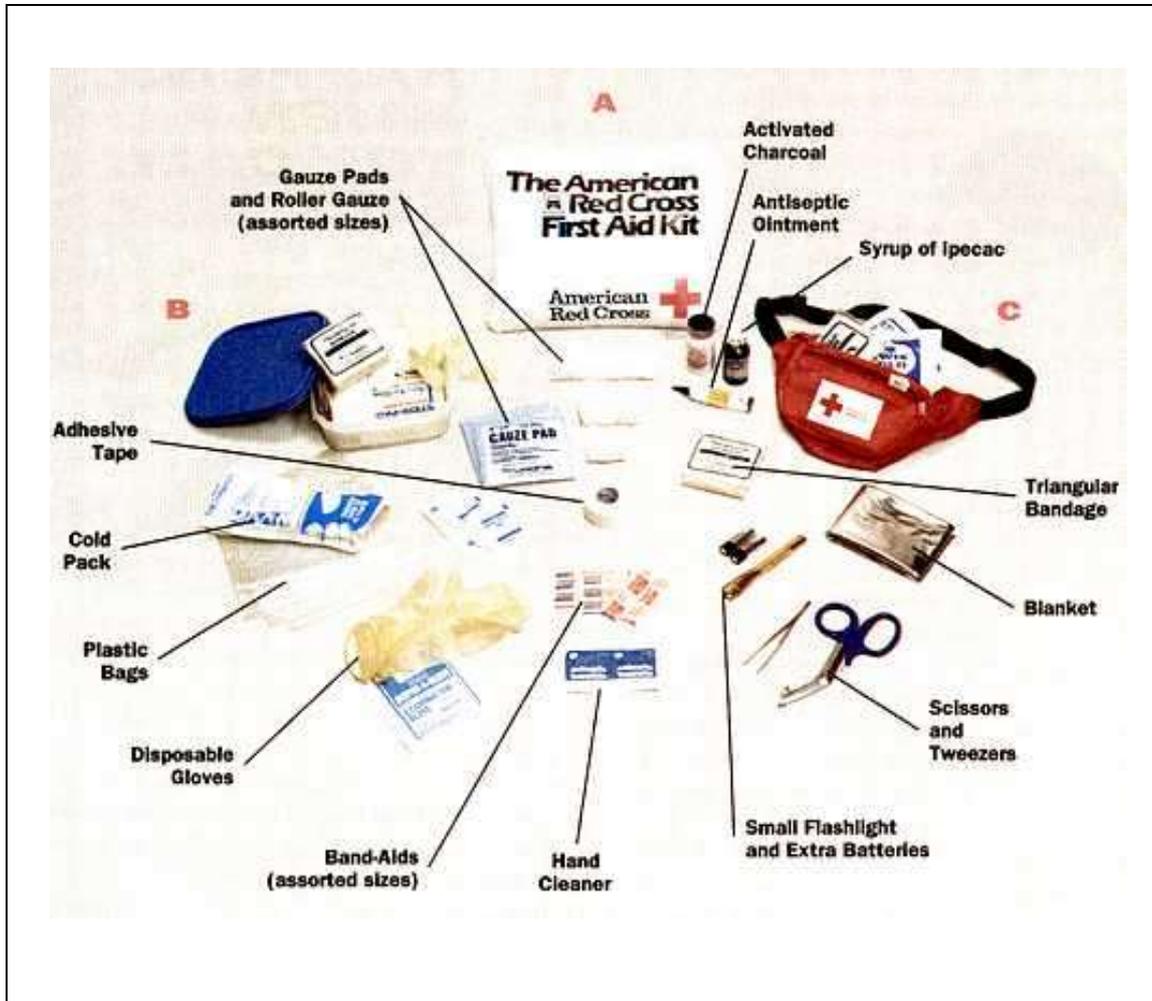
When someone is choking and suddenly cannot breathe, talk or make a sound, give thrusts gently above the belly button. These thrusts are known as the Heimlich Maneuver. Each thrust, pushes air above the lungs like a cough. This can help remove the object blocking the air way.

Use the following table to know whether a victim is choking.

If the victim	Block in the airway	And you should
Can make sounds. Can cough loudly.	Partial obstruction.	Stand by and let the victim cough. If you are worried about the victims breathing phone an ambulance on 082 911
Cannot breathe. Has a cough that is very quiet or has no sound. Cannot talk. Cannot cry. Has noisy breathing. Bluish lips or skin.	Complete obstruction.	Act quickly and follow the steps below.

Step	Action
1	If the victim is choking, ask, “are you choking?” If he nods yes, tell him you are going to help.
2	Stand behind the victim. Ask if he can bend forward from the waist, if he can, give 5 back slaps (between the shoulder blades) until the object comes out.
3	Kneel or stand firmly behind the choking victim. Wrap your arms around the victim so that your hands are in front.
4	Make a fist with one hand.
5	Put the thumb side of your fist slightly above the belly button and well below the breastbone.
6	Grasp the fist with your other hand and give a quick upwards thrust into his belly.
7	Give thrusts until the object is forced out and the victim can breathe, cough or talk again.

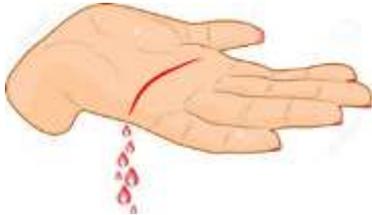
What does a medical kit look like?



Activity 2: Health, social and environmental responsibilities.

1. Give a clear definition of the term first aid. (3)

2. What first aid advice would you give to treat the following injuries? (15)

Injury	Advice
Bleeding. 	<hr/> <hr/> <hr/> <hr/>
Mild sting reaction. 	<hr/> <hr/> <hr/> <hr/>
Burns. 	<hr/> <hr/> <hr/> <hr/>

3. Fill in the missing words: (2)

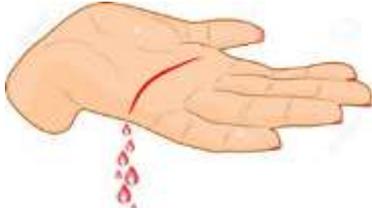
Remember fools rush in where wise men fear to tread. When something happens and you need to apply first _____, you first have to make sure that _____ are safe.

Total: ____/20

REMEDIAL.

Activity 2: Health, social and environmental responsibilities.

1. What first aid advice would you give to treat the following injuries? (15)

Injury	Advice
<p>Bleeding.</p> 	<hr/> <hr/> <hr/> <hr/> <p style="text-align: right;">(5)</p>
<p>Mild sting reaction.</p> 	<hr/> <hr/> <hr/> <hr/> <p style="text-align: right;">(5)</p>
<p>Burns.</p> 	<hr/> <hr/> <hr/> <hr/> <p style="text-align: right;">(5)</p>

2. Fill in the missing words.

- First aid refers to any _____ given to a sick or injured person until full medical treatment is available. First aid can and does _____ lives. (2)
- Poisoning signs and symptoms can _____ other conditions, such as seizure, alcohol intoxication, _____ and _____ reaction. (3)

Total: ____/20

WEEK 5 & 6. WORLD OF WORK: Importance of reading and studying.

There is an important link between reading and studying. However, you do not only read to study but you also read for pleasure.

Memory is another core activity of studying and there are lots of things you can do to improve your memory and mental performance.

Importance of reading and studying.

It is obvious that former South African President Nelson Mandela understood the importance of reading and studying when he said, "Education is the most powerful weapon which you can use to change the world."

You read to enjoy yourself and also to understand things. You read when you receive an SMS from a friend, follow a recipe, want to find out more about your favorite topics, do a project, and study for a test and so on. Throughout your life you will probably read a wide range of material. The purpose of your reading will determine the type of reading you engage in.

Understand and have a knowledge of the basic reading and study skills.

Reading is one of the core activities of studying. A key way to gain information is through reading. When studying, you may read the same work more than once, each time with a different purpose. You must know before you begin reading what your purpose is, and read for that reason. Ultimately you need to be able to understand what you read and be able to recall the main ideas when you need them.

Here are some tips to remember when reading and studying:

- Read over your work to get an overview of the module or specific topic.
- Find the main ideas and understand them in your own way.
- Extract important details.
- While you are reading, show understanding and ask questions if you don't understand something.
- Active reading needs concentration, so take your time and find a quiet place where you can read and focus.
- Read material with understanding again. On the second reading, being to take notes and make summaries.

- Practice your reading. When you read, focus on reading faster and remembering more.

Apply skills to develop memory: ability to recall

Memory is the ability of the mind to hold on to learnt information and knowledge of past events and experiences and to recall or remember that information and knowledge.

Tips for developing memory:

1. Pay attention
2. Involve as many senses as possible
3. Connect information to what you already know
4. Focus on understanding basic ideas rather than memorizing small details
5. Repeat information you have already learnt
6. Eat the right foods

Activity 3: Using a dictionary.

Paste in and read any newspaper article of your choice and identify 10 words that you don't know the meaning of. Write down these 10 words in the block below and use a dictionary to find the meaning of each word. Write the meaning next to each word.

(10)

Newspaper article

<u>WORD</u>	<u>MEANING</u>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

WEEK 7 & 8. WORLD OF WORK: Needs and wants

All people experience life differently. Each person has needs and wants. These needs and wants are continually changing and developing from situation to situation and from time to time. Despite these changes and differences, all people have the same basic needs.

Basic Needs.

You need these things to stay alive. They are the basic things you need to survive, so they are called your individual survival or basic needs.

Basic needs of individuals:

Each person in the world needs:

- Air to breathe
- Water to drink and wash with
- Food to eat
- Shelter
- Fuel to keep them warm
- Clothes to keep their bodies warm.

Basic needs of families

As an individual you belong to groups of different sizes, such as your family, community and country. Families have the same basic needs as individuals.

Basic needs of families include:

- Water
- Food
- A house to be protected against the elements
- Electricity or fuel to help keep the house warm, to cook food or to provide light at night.

Every family is different, and because of that every family's basic needs will differ.

Wants

Wants are things we would like to have but can live without. For example, we need food but we want KFC. We need clothes but we want to wear fashionable designer labels.

List 5 things that you want but do not need. (5)

Activity 4: Needs and Wants

1. Explain in your own words the difference between needs and wants. (5)

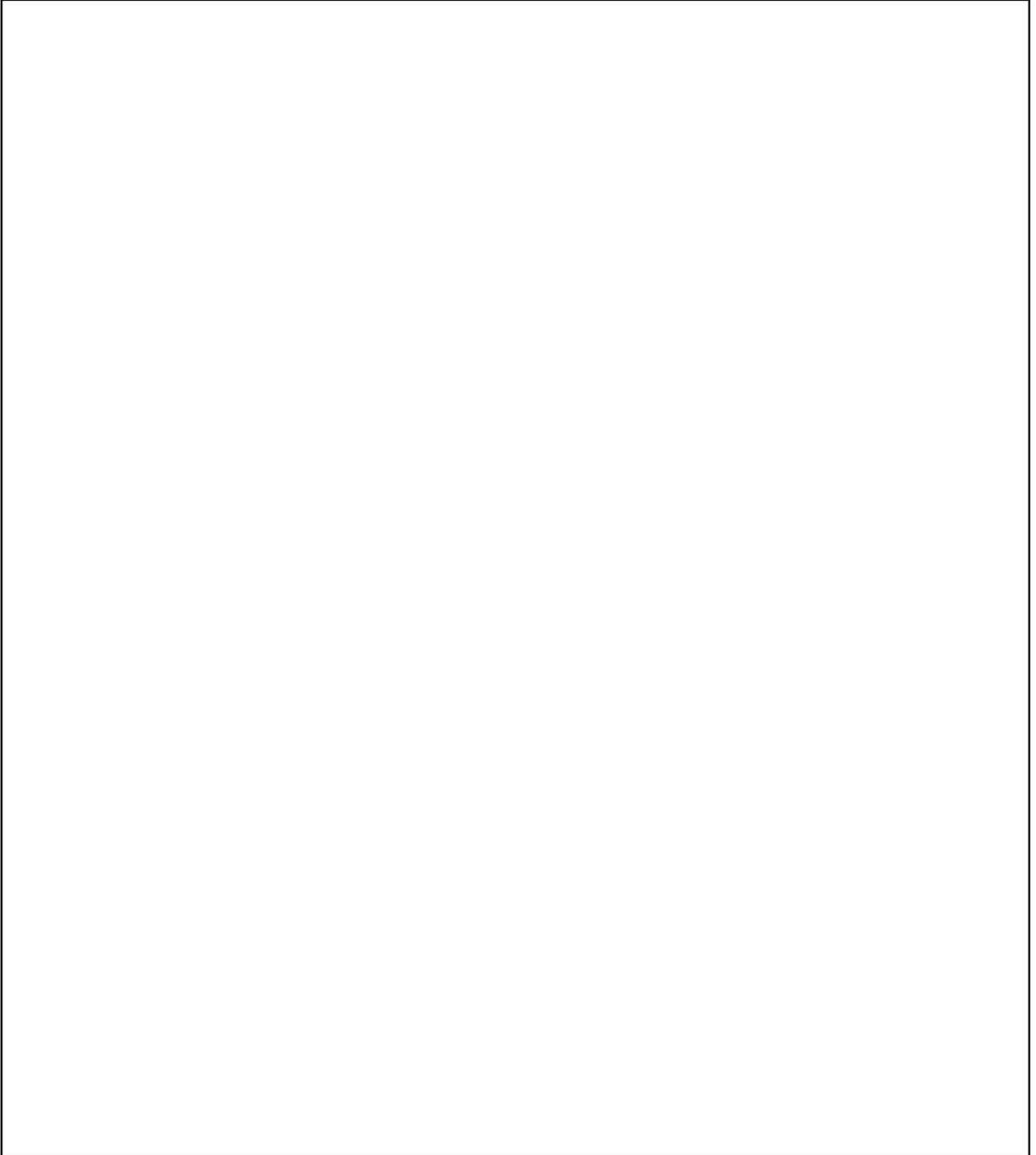
2. List 5 basic needs that your family needs in the one column and list 5 wants that you want in the other.

(10)

<u>YOUR FAMILY'S BASIC NEEDS</u>	<u>YOUR PERSONAL WANTS</u>

Total: ____ /20

3. Paste 5 pictures of things that you as an individual need. Please remember to label each picture and say what it is used for. For example, clothes to keep warm.



Total: ____/20

Rubric for question 3:

Criteria	Marks allocated
5 pictures are pasted.	/5
Less than 5 pictures are pasted.	/3
All 5 pictures pasted and labelled.	/5
5 pictures are pasted but some are labelled.	/3
All 5 pictures are pasted and labelled but no description.	/4
	Total: /20

REMEDIAL.

Activity 4: Needs and Wants.

1. Name any 5 needs that each person in the world needs. (5)

- _____
- _____
- _____
- _____
- _____

2. State whether the following is True or False.

a. Families have the same basic needs as individuals_____ (1)

b. Wants are things we would like to have but can live without_____ (1)

Total: __/7