

**FAMILY & RESOURCE MANAGEMENT
SBA 2 MARKING GUIDE (2025/2026)**

1. PLANNING AND PREPARATION

(a) Accurate interpretation of task - **2 marks**

Healthy Living Expo	Home Safety Awareness Day
The activities listed in the plan of work are: • Design and create a poster • Set up a display • Demonstration - removal of type of stain • Name of food choices for the two-item meal • Set a tray/the table	The activities listed in the plan of work are: • Design and create a brochure • Set up a booth • Demonstration – clean and store name of tool(s) • Name of food choice for the one pot meal • Set a tray

(b) Select appropriate tools, equipment, and related materials – **1 mark**

(c) Organized workstation – **1 mark**

Poster / Brochure • Gather relevant information and visual materials. • Collect required supplies such as poster / brochure paper, markers, pencils, rulers, coloured pencils, glue, scissors, and illustrations/images • Organize materials for easy access during the task.
Display / Booth • Select/gather display materials such as posters, labels, food models, storage containers, charts, brochures, hazard symbols, photographs, and display stands. • Ensure all materials are clean, organized, and suitable.
Demonstration: Stain removal • Select appropriate stain-removal agents and cleaning materials. • Assemble white cotton fabric samples, stain-removal products, bowls, measuring equipment, brushes, cloths, gloves, and water as required. • Ensure materials are properly labelled and readily available. Demonstration: Small household tools • Assemble small household tools, cleaning cloths, brushes, cleaning agents, storage containers, gloves, and other safety equipment as required. • Ensure tools are in a suitable condition for cleaning and storage. • Organize materials to facilitate safe and efficient completion of the task.
Meal • Gather all ingredients and equipment required. . • Ensure ingredients are appropriately organized before preparation begins.
Table/Tray Setting • Assemble serving ware, crockery, cutlery, napkins, tablecloth, placemats, trays, and decorative items as required. • Ensure items are clean, complete, and arranged for efficient table or tray setting.

2. PROCESS

(a) Demonstrate skills relevant to the task – 6 marks

Activity	Skills
Poster/Brochure 1 mark	• Select appropriate stationery/colour/texture/ size: Poster – sheet of Bristol board/ Brochure - before folding 8.5x11, • Use correct format • Apply creativity/artwork/technology skills • Brochure folding format – Bi-fold / Tri-fold
Space for display/Booth 1 mark	• Sweeping/vacuuming /dusting • Mopping • Wiping surfaces • Arrange items for display/ booth • Banner
Demonstration 2 marks	• Apply demonstration technique • Remove stain / Clean and store household tool
Meal 2 mark	• Ingredients in correct proportions • Method of preparation • Use of a labour-saving device • Hot or cold control elements • Garnishing and plating
Table/Tray setting (One person) 1 mark	• Placemat/charger on the table/tray. Plate placed in the middle • Fork placed to the left of the plate • Knife placed to the right, with blade pointing in • Decorative folding of napkin • Water glass placed directly above the knife; 1 inch from the tip • The bottoms of the utensils and the plate should all be level: lower edges of the utensils should be aligned with the bottom rim of the plate, about one (1) inch up from the edge of the table/tray.

(b) Safety measures observed – 2 marks

The candidate consistently demonstrates safe work practices throughout the completion of the task by:

- Using tools, equipment, and materials correctly and safely.
- Wearing appropriate personal protective equipment (PPE), such as gloves, face masks, and safety goggles, where required.
- Using ladders for climbing and using other equipment safely and appropriately.
- Maintaining awareness of potential hazards and taking measures to prevent accidents or injury.
- Keeping the work area free from obstacles, spills, and other safety hazards.

(c) Regard for hygiene demonstrated – 1 mark

The candidate consistently demonstrates appropriate hygiene and sanitation practices throughout the task by:

- Wearing suitable personal protective equipment (PPE), where required.
- Maintaining a clean and organized workstation/work area throughout the activity.
- Cleaning and sanitizing the work area and equipment as tasks are completed.
- Ensuring hands are clean and free from jewelry, watches, and other accessories.
- Maintaining short, clean, unpolished fingernails.
- Adhering to acceptable standards of personal hygiene and grooming.

(d) Sequence work flow in logical and efficient manner within the stipulated time frame – 1 mark

- Organizes and completes tasks in the correct order.
- Demonstrates appropriate planning and workflow throughout the activity.
- Uses time efficiently by avoiding unnecessary repetition or delays.
- Transitions smoothly from one task to the next.
- Completes all required tasks within the stipulated time.

(e) Appropriate preparation of materials to be used – 1 mark

Pressing: - table cloth, tray cloth, napkin etc.	½ mark
Washing and polishing of all table utensils (dinnerware, flatware & glassware)	½ mark
Total	1 mark

3. EVALUATION AND PRESENTATION

**(a) Appropriate choice of activities executed
2 marks**

Poster / Brochure	Poster / Brochure is suitable for the required event Includes relevant information on healthy eating habits among teenagers/basic home safety rules
Display / Booth	Display of proper food storage in the home / Common household hazards and prevention tips
Demonstration	Correct stain removal technique / Household tool(s) cleaned and stored safely
Meal	Nutritious two-item / One pot lunch meal
Table/Tray Setting	Suitable for the meal

(b) Appropriate presentation and or service of finish product(s) 1 mark

Poster / Brochure	• Information is: ○ relevant, accurate, and demonstrates understanding of the topic. ○ logically arranged and easy to read and understand.	
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	• Effective use of colour, illustrations, graphics, and design elements to attract attention. • Poster is well-constructed, and free from excessive errors. / Message in brochure is clear, persuasive, and appropriate for the intended audience. • Correct spelling, grammar, and terminology.	
Display/Booth	• Exhibits and other materials are neatly displayed.	
Demonstration	• Fabric / household tool(s) appropriately displayed	
Meal	• Attractively presented, neatly arranged, and visually appealing. • Appropriate portion size • Served at the appropriate temperature • Meal is well-seasoned, appetizing, and pleasant to eat. • Appropriate texture and consistency for the dish prepared.	
Table/Tray Setting	• Tablecloth/Tray cloth free from creases • Tablecloth placed evenly on table: even distance from floor/ tray cloth placed evenly in tray • Laying of cover correctly • Use of appropriate table ware • Appropriate centre piece/tray decoration • Napkin decoratively folded	

(c) Neat clean appearance of finished products

1 mark

Poster / Brochure	• Neat in appearance and visually appealing. • Free from smudges, stains, tears, and excessive erasures. • Attention to detail, and good craftsmanship.	
Display/Booth	• Area is clean, orderly, and free from clutter • Materials are neatly arranged	
Demonstration	• Fabric is free from stain / Household tools are clean and stored	
Meal	• Served in a clean dish, free from spills, smudges, and fingerprints.	
Table Setting	• Table utensils are free from dust/tarnish/water spots	