higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

7 December 2023

This marking guideline consists of 6 pages.

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QUESTION 1

1.1 Office practice is the part of office organisation that comprises the allocation of clerical activities✓ to the office personnel✓ and the procedures and methods of performing these clerical activities efficiently.✓ (Any 2 × 1)

1.2 Banks can arrange the transfer of funds✓ at the request of their clients between one point and another.✓ On payment of a commission the funds are then transferred to the point indicated for credit of the account of a designated person.✓ (Any 2 × 1)

1.3 Enterprise may be defined as a self-dependant subject (unit)✓ that aims at gaining a profit from the capital invested by individuals,✓ constantly offering services or goods and by taking the capital risk involved in anticipation of the demand.✓ (Any 2 × 1)

1.4 Clients of a bank give the bank instructions on a prescribed form,✓ to pay a certain amount periodically to a designated person.✓ This service is used for the payment of recurring periodical payments✓ such as insurance premiums and hire purchase instalments for example.✓ (Any 2 × 1)

1.5 Off-the-job training takes place away from the workplace but usually during working hours.✓ It includes formal courses,✓ and attending conferences and seminars that provide opportunities for learning and exposure to other people and organisations in the same field.✓ (Any 2 × 1)

1.6 A sole trader is a form of enterprise owned by one person,✓ the owner, and is responsible for all the risks and gets all the profit✓

1.7 A partnership is a form of enterprise that two or more✓ people establish.✓

1.7(alt Resp) A partnership is an association of persons who are contractually committed to each other, bringing more capital skills and experience into an enterprise.✓ and dividing the risks and sharing the profit in an agreed- upon proportion.✓ .

1.8 A private company is a company which may have one to fifty shareholders.✓ with share capital but the right to transfer shares from one person to another is limited. Shares cannot be sold to the public but only to existing shareholders✓

1.9 A close corporation is a legal form of ownership with not more than ten persons,✓ designed for small business where all the members are actively involved in the management. ✓

1.10 A crossed cheque has two parallel lines drawn across its face✓ with or without the addition of certain words.✓

(10 × 2) **[20]**

QUESTION 2

2.1
- The drawer does not have enough money in the bank.
- The account has been closed.
- The cheque has not been properly completed.
- There is an irregular endorsement.
- The drawer is dead or insolvent.
- The words and the figures do not correspond.
- The drawee did not sign the cheque.
- The cheque is torn.
- The cheque is older than six months.
- The drawer has stopped payment (Any 8 × 1) (8)

2.2
- Business references
- Bank references
- Credit agencies
- Business chambers or chambers of commerce
- Employers
- Credit application forms (6)

2.3
- Ordinary shares
- Cumulative shares
- Noncumulative shares
- Redeemable shares (4)

2.4 The taxable income of a company is determined by deducting allowable deductions from the company's income✓ in accordance with the rules laid down by the Income Tax Act.✓ (Any relevant 2 × 1) (2)

Alt response

2.4 Companies are obliged to register with the Receiver of Revenue. ✓ A Company is not entitled to a rebate. ✓ (2)

[20]

QUESTION 3

3.1
- Both parties must agree.
- The parties must be legal entities.
- Legal formalities must be complied with.
- Performance must be made possible by the conclusion of the contract.
- The contract or performance must be legitimate.
- The performance must be determined or determinable. (Any 5 × 1) (5)

3.2
- Accessibility✓ – it must be easy to find documents and it must be indexed.✓
- Suitability✓ – it must be designed to suit the filed documents.✓
- Safety✓ – it must be protected against destruction, thus be stored in a strong-room.✓
- Elasticity✓ – it must make provision for expansion.✓
- Dustproof✓ – dust and dirt damage paper and make it unpleasant to work with.✓
- Space✓ – the system should occupy as little space as possible.✓
- Duration of filing ✓– documents should only be kept for as long as they are required.✓ (Any 3 × 2) (6)

3.3 Where the three elements of sale are present (agreement, merchandise, and price),✓ a sale contract is completed if delivery of the item has been made or the price has been paid.✓ Where the parties agree that the sale must be in writing,✓ no valid contract exists until a recording is made and signed by both parties.✓ Sale contract in respect of a land must be in writing✓ and signed.✓ Sale of business must be advertised under the Insolvency Act of 1936 by the person selling or transferring their business.✓ The advertisement must appear in the Government Gazette and in the local newspaper.✓ (Any 7 × 1) (7)

3.4 An offer is an undertaking made by at least one party and the acceptance of it by at least one other person.✓ The offer and the acceptance must have a fixed purpose and must be taken seriously by both parties.✓ (2)

[20]

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QUESTION 4

4.1
- Promotes standardisation.
- Promotes co-operation with the marketing of products.
- The members benefit from large-scale purchases.
- The "Middle-man" profits are transferred to members
- Provides a wide range of services to members (5 × 1) (5)

4.2
- It must be registered with the Registrar of Cooperative Societies.
- Members have limited liability.
- The name ends with the word "Co-operative"
- Co-operatives become legal persons on registration
- All members have a say in the running of the Cooperative
- It is non- profitable
- Shares are not freely transferable
- It has its own directors appointed by members.
- It aims at supplementary individual productive labour and negotiating powers. (Any 5 × 1) (5)

4.3 4.3.1
- Tools should be used to control work pieces.
- Where possible, two or more tools should be combined.
- Handles of tools and equipment should be as big and comfortable as possible.
- Machine handles should be placed in such a manner that they cause less bodily exhaustion.
- Machine handles should be placed to cause less movement and to create handle advantage. (5 × 1)

4.3.2
- A definite and fixed place for tools should be available.
- Tools should be prearranged.
- Gravitation holders should be used.
- There should be ample lighting.
- Height of working surface and seating must be correct.
- Colour of working area must be in contrast with the work pieces, equipment and tools. (Any 5 × 1)

(2 × 5) (10)
[20]

QUESTION 5

5.1 5.1.1

- A budget is an estimation of the revenue and expenses over a specified period.
- A budget can be made for a person, family, group of people, business, government, country, multinational organisations or just about anything else that makes and spends money.
- A budget is a microeconomic concept that shows the trade-off made when one good is exchanged for another.

5.1.2

- Budget control is the methodical control of an organisation's operations.
- Budget control occurs through the establishment of standards and targets.
- Budget control occurs by considering the income and expenditure and through continuous monitoring and adjustment of performance against them.

(2 × 3) (6)

5.2.1 The supplier

- The raw material suppliers are certain that the factory depends on the regular supply of raw materials.✓
- The supplier realises that the quality of their raw materials will be subject to the same standards.✓ and quality received each time.✓
- The business relationship between the supplier and the factory is healthy.✓

4 x 1

5.2.2 The manufacturer

The manufacturers' orders are delivered regularly at the correct time and correct address✓ in the correct quantities.✓

- As the manufacturers do not have to shop around to obtain stock it results in a deduction in cost.✓
- The manufacturer is assured of regular supplies at a reasonable and steady price.✓
- The provision of stocks happens on a frequent basis.✓
- The manufacturer must ensure that the correct orders are placed.✓

(Any 4× 1)

5.2.3 The employee

- When production is well-planned and organised, it promotes job satisfaction.✓
- When employees know which quality and standards are expected of them✓, unnecessary arguments are eliminated.✓
- Employees tend to be more productive when they work in pleasant, safe and hygienic conditions.✓ (4 × 1) (12)

5.3

- The variety of products is high or product standardisation is low.
- Volumes are low. (2)

[20]

TOTAL: 100

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