higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

7 December 2023 (X-paper)
09:00–12:00

This question paper consists of 4 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INDUSTRIAL ORGANISATION AND PLANNING N3
TIME: 3 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Use only a black or blue pen.
5. Write neatly and legibly.

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QUESTION 1

Define and Explain the following terms:

1.1 Office practice

1.2 Transfer funds

1.3 Enterprise

1.4 Stop orders

1.5 Off-the-job training

1.6 Sole proprietor

1.7 Partnership

1.8 Private company

1.9 Close corporation

1.10 Crossed cheque

(10 × 2) **[20]**

QUESTION 2

2.1 Name EIGHT reasons for a bank to dishonour a cheque. (8)

2.2 Mention SIX sources of information a credit manager can use before credit can be given to the buyer. (6)

2.3 Give the FOUR types of preference shares. (4)

2.4 Discuss the tax position of a company. (2)

[20]

QUESTION 3

3.1 Name FIVE requirements for a valid contract. (5)

3.2 List and describe THREE requirements for a good filing system. (3 × 2) (6)

3.3 Describe the necessary formalities to be observed in the sale of a business. (7)

3.4 Define an *offer* between two parties. (2)

[20]

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QUESTION 4

4.1 State FIVE general advantages of a cooperative enterprise. (5)

4.2 Describe FIVE principles on which a cooperative enterprise is based. (5)

4.3 Discuss the principles of motion economy under the following headings:

4.3.1 Design of tools and equipment

4.3.2 Workplace

(5 × 2) (10)
[20]

QUESTION 5

5.1 Discuss the following:

5.1.1 Budget

5.1.2 Budget control

(3 × 2) (6)

5.2 Discuss the advantages of production planning under the following headings

5.2.1 The supplier (4)

5.2.2 The manufacturer (4)

5.2.3 The employee (4)

5.3 State when the job shop production system is used. (2)
[20]

TOTAL: 100

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