higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

30 November 2022

This marking guideline consists of 5 pages.

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QUESTION 1

1.1 Sole trader is a form of enterprise ✓owned by one owner. ✓ The owner provides all the capital, gets all the profits and is responsible for all risks. ✓ (3)

1.2 Work analysis is a systematic process ✓of gathering information about work, jobs ✓and the relationships among jobs✓ (3)

1.3 Clients of a bank give the bank instructions on a prescribed form to pay a certain amount periodically to a designated person or institution. ✓ This service is used for the payment of recurring periodical payments such as insurance premiums✓ and hire purchase instalments for example✓ (3)

1.4 This is the part of office organisation that comprises of the allocation of clerical activities to the office personnel, ✓ and the procedures and methods✓ of performing these clerical activities efficiently. ✓ (3)

1.5 It involves deciding on how much production capacity to invest in,✓ and then deciding on how to schedule production.✓ (2)

1.6 It is a self-dependent subject (unit) which aims at gaining a profit✓ from the capital invested by more or less individuals,✓ constantly offering services or goods✓ by taking the capital risk involved in anticipation of the demand.✓ (4)

1.7 It is established in terms of the close corporation's act✓ and is endowed with legal persons.✓one or more but a maximum of 10 persons. (2)
[20]

QUESTION 2

2.1 **On-the-job training**✓
Happens in the workplace during the course of work activities.✓ It involves 'learning by doing' and includes supervision, mentoring and job rotation.✓

- Supervision: Is provided by the employee's immediate manager and usually happens informally on a day-to-day basis. It is important that employees should feel free to request help and input from their supervisor when it's needed.✓
- Mentoring: Is a more formal system than supervision. It can be an effective way of helping junior employees to reach their full potential, especially those that have leadership potential.✓
- Job rotation: Occurs when an employee takes on a series of jobs in the organisation one at a time, staying in each job for several weeks or several months.✓

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.

It involves learning by doing, and it provides opportunities for employees to apply the newly gained knowledge and skills immediately and to get feedback on their efforts. This form of training is often informal and unsystematic.✓

It has the advantage of providing an opportunity for employees to focus their attention on learning, away from the pressures of the workplace.✓ It can be an efficient way of gaining a large volume of new information and skills.

However, because it occurs away from the workplace, there is no guarantee that the training is relevant to the workplace, or that employees will apply their new knowledge and skills when they get back to their workplace.✓

Apprenticeships, including learnerships✓
It involves a combination of on-the-job and off-the-job training, and it is usually done by employees at the beginning of their career.✓ An apprentice is usually a young person who works for an agreed period of time, often for low pay, in order to learn a craft or a trade.✓

A learnership agreement is a contract for a specific time period between three parties: A learner, an employer, and a training provider.✓

The learnership agreement requires the employer to give the learner at least the following:

- A job for a specific time period
- Practical work experience
- Time to go to class

In turn, the learner is required by the agreement to work for the employer and to attend classes. The training provider is required to provide education, training, and support to the learner.✓ (3 × 5) (15)

2.2
1. Identify a need for procurement (re-order point or receipt of requisition)
2. Evaluate the available suppliers.
3. Select a supplier through a bid process or negotiation.
4. Procurement occurs with a purchase order to initiate the process.
5. Continually monitor the performance of the suppliers to improve the cycle over time (5)

[20]

QUESTION 3

3.1 3.1.1

- The manufacturer's orders are delivered regularly at the same time and at the correct address and in correct quantities.✓
- Deduction in costs as the manufacturer does not have to shop around to obtain stock.✓
- The manufacturer is assured of regular suppliers at a reasonable and steady price.✓
- Provision of stock happens on a frequent basis.✓
  The manufacturer only has to ensure that the correct orders are placed.✓ (5)

3.1.2

- When production is well planned and organised,✓ it promotes job satisfaction.✓
- When employees know the quality and standards that are expected of them, it eliminates unnecessary arguments.✓
- Employees tend to be more productive.✓
- The work place is pleasant, safe and hygienic conditions prevail.✓ (5)

3.2

- To collect and record information
- To record and store information
- To prepare and arrange processes
- To communicate effectively
- To file/store information safely (Classification is very important)
- To communicate efficiently.
- To do routine administration
- To abide by the laws of the country. (ANY 5) (5)

3.3

- The offer must be complete
- The offer must include proposals regarding all the key requirements of the proposed contract.
- The offer must be clear and unambiguous
- The offer must be made with the serious intention of creating a legal obligation.
- The offer must come with all the actual knowledge of the offeree.
- Formalities are only necessary where required by law or by both parties.

(ANY 5) (5)

3.4

- The date the item was purchased
- The name of the seller
- A description of the item
- The check number of payment(s)
- The purchase amount including tax

(5)
[25]

QUESTION 4

4.1
- Where the three elements of a sale are present (agreement and price), a contract of sale is completed✓ whether or not delivery of the object has been made or the price has been paid. ✓
- Where the parties agreed that the sale must be in writing, ✓ no valid contract will exist until both parties have recorded and signed the contract of sale✓
- A contract of sale in respect of land must be in writing ✓and signed by all parties. ✓
- Sale of a business must be advertised ✓ in the gazette or local newspaper✓ (8)

4.2
- **Divisibility** ✔ It must be capable of being divided into smaller denominations without losing value ✔
- **Indestructible** ✔ It must durable, metal must not rust. ✔
- **Stable in value** ✔ It must be able to serve as a reliable standard of deferred payment. ✔
- **Homogenous** ✔ Its quality should be informed ✔
- **Recognisable** ✔ It quality should be easily distinguish from other substance. ✔
- **Useful** ✔ It must be useful and acceptable for its own sake, and not only because it serve as money ✔
- **Portable** ✔ It must be portable so that it is necessary for people to carry large quantity over long distance at a low charge. ✔

(7 x 2) (14)

4.3
- Both parties must be in agreement.
- The parties must have contractual capacity
- Legal formalities must be complied with
- Performance must be possible by conclusion of the contract.
- The contract and performance must be legitimate.
- The performance must be determined or determinable. (ANY 5) (5)

4.4
- Indirect labour
- Depreciation
- Consumer goods, e.g. shopping bags and samples
- Water and electricity
- Maintenance and repair costs
- Tariffs and taxes
- Rent
- Fuel and transport (ANY 8) (8)

[35]

TOTAL: 100

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