higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

30 November 2022 (X-paper)
09:00–12:00

This question paper consists of 4 pages.

302Q1E2230

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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 blue or black pen.
5. Start each question on a new page.
6. Rule off across the page on completion of each question.
7. All work you do not want to be marked must be clearly crossed out.
8. Write neatly and legibly.

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QUESTION 1

Define and Explain the following terminology:

1.1 Sole Trader (Sole proprietor) (3)

1.2 Work Analysis (3)

1.3 Stop orders (3)

1.4 Office practice (3)

1.5 Production planning (2)

1.6 Enterprise (4)

1.7 Close corporation (2)

[20]

QUESTION 2

2.1 Explain the THREE main types of work-related training. (3 × 5) (15)

2.2 A procurement cycle has to be followed when making capital purchases. State the 5 stages of the procurement cycle. (5 × 1) (5)

[20]

QUESTION 3

3.1 Correct factory layout is important for production planning which is key to the success of any company. It has many advantages for the manufacturers and the company, as well as the employees of the company.

State FIVE advantages of correct factory layout for each of the following role players:

3.1.1 Manufacturers (5)

3.1.2 Employees (5)

3.2 State FIVE functions of a highly effective administration office in a successful enterprise. (5)

3.3 A valid offer is a declaration of intention

List FIVE requirements of a valid offer. (5 × 1) (5)

3.4 What information should be indicated on an equipment record? (5 × 1) (5)

[25]

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QUESTION 4

4.1	Describe FOUR formalities that must be observed in a sale	(8)
4.2	Money is a commodity used as consent to be measure of value and medium of exchange between all other commodities. Explain the qualities of good money material. (7 x 2)	(14)
4.3	State FIVE requirements of a valid contract	(5)
4.4	When manufacturing a product, there are certain overhead costs. State EIGHT examples of such overhead costs.	(8) **[35]**

TOTAL: 100

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