higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N650**(E)**(J19)H

NATIONAL CERTIFICATE

HUMAN RESOURCE MANAGEMENT: FARMING N6

(4090516)

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Pocket calculators may be used.

This question paper consists of 6 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
HUMAN RESOURCE MANAGEMENT: FARMING N6
TIME: 3 HOURS
MARKS: 200

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. Write neatly and legibly.

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QUESTION 1

1.1 JOB SATISFACTION

1.1.1 Discuss THREE factors that determine job satisfaction. (3 × 2) (6)

1.1.2 Job dissatisfaction tends to be relatively widespread in agriculture.

Give SIX reasons for this phenomenon. (6)

1.2 REMUNERATION OF FARM WORKERS

1.2.1 Explain the term *primary remuneration.* (2)

1.2.2 Explain the difference between *direct primary remuneration* and *indirect primary remuneration.* Use examples to support the explanation. (14)

1.3 Discuss the general obligations of the farmer towards his/her workers to ensure maximum safety and health. (6)

1.4 Any worker has certain basic expectations of his/her manager.

Discuss this statement. (8)

1.5 Discuss FOUR ways in which an employment contract can be terminated. (4 × 2) (8)

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QUESTION 2

2.1 Answer the following questions relating to the human resource theory:

2.1.1 Name the THREE existing human resource theories. (3)

2.1.2 Briefly discuss the theory where utilisation of human resources is highlighted. (8)

2.1.3 Which human resource theory/theories do you consider to be the best for you? (4)

2.2 Evaluate the following statement and write your opinion on it:

'Money is the best motivator for any worker in the workplace.' (8)

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2.3 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (2.3.1–2.3.5) in the ANSWER BOOK.

2.3.1 Workers are entitled to training in the workplace.

2.3.2 Workers have a right to strike.

2.3.3 Workers have a right to collectively negotiate over employment conditions.

2.3.4 Workers do not have the right to job security.

2.3.5 Farm workers may not appeal their dismissal to the CCMA.

(5 × 1) (5)

2.4 You have accepted a position as manager of Amandla Pecan Farm.

Write down the expectations that you have of your staff in the workplace that you explained to them at your first meeting. (5 × 2) (10)

2.5 Explain why it is important that Amandla Pecan Farm takes note of the first three levels of Maslow's hierarchy of needs. (6)

2.6 Read the following aspects of the workplace and sort them into Herzberg's two-factor theory. Write only 'motivator' or 'hygienic factor' next to the question number (2.6.1–2.6.6) in the ANSWER BOOK.

2.6.1 The supervisor acknowledges your good work.

2.6.2 Your monthly salary

2.6.3 People in the business are given an opportunity for promotion with new responsibilities before someone from outside is appointed.

2.6.4 The work area is kept clean with fresh flowers put out weekly.

2.6.5 You have a supervisor who has good relationships with his/her subordinates.

2.6.6 Your manager encourages an employer to take on more responsibilities.

(6 × 1) (6)

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QUESTION 3

3.1 Complete the following sentences by writing only the missing words next to the question number (3.1.1–3.1.10) in the ANSWER BOOK.

3.1.1 The maximum number of hours per week that a farm worker is allowed to work is … hours.

3.1.2 The maximum number of overtime in hours that may be worked per week is … hours.

3.1.3 The maximum number of hours in one day is ... hours.

3.1.4 A worker in South Africa is entitled to ... work days leave per year.

3.1.5 A minimum of ... continuous days annual leave must be taken.

3.1.6 A worker working 5 days per week is entitled to ... days sick leave per 3-year cycle.

3.1.7 A pregnant worker must cease work ... weeks before the expected delivery date.

3.1.8 After giving birth the mother is entitled to ... months maternity leave.

3.1.9 Maslow's theory of motivation has ... levels.

3.1.10 You may not employ a person younger than ... years of age.

(10 × 1) (10)

3.2 Answer the following questions by writing only the answer next to the question number (3.2.1–3.2.10) in the ANSWER BOOK.

3.2.1 How many hours per day is a worker allowed to work if he/she works 6 days a week?

3.2.2 After how many hours of work must there be a meal break?

3.2.3 What is the normal period of the meal break mentioned in QUESTION 3.2.2 in minutes?

3.2.4 If the weekly overtime rate is 1,5 times that of the normal wage rate, what will the rate be for Saturday?

3.2.5 What will the worker be paid if he/she works on a Sunday for 3,5 hours and is paid R180,00 for a nine-hour day?

3.2.6 For how many days must a worker have worked before being entitled to a day's sick leave?

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3.2.7 How many hours are legally required for a continuous rest period?

3.2.8 What is the legal period of maternity leave for a woman?

3.2.9 If a worker is injured on duty and has to take 10 days sick leave as a result of the injury, how many days normal sick leave will remain if the worker has 30 days sick leave left?

3.2.10 Which Act deals with the stipulations regarding QUESTIONS 3.2.1–3.2.9?

(10 × 1) (10)

3.3 It is your turn to chair the workplace disciplinary hearing.

What steps would you as chairperson take to ensure that the correct series of events takes place to ensure a fair hearing for the person charged? (8 × 2) (16)

3.4 State FOUR reasons why you should always keep thorough record of disciplinary hearings. (4 × 2) (8)

3.5 Give THREE reasons why a grievance procedure is beneficial to the workplace. (3 × 2) (6)

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QUESTION 4

4.1 Explain the term *trade union.* (6)

4.2 What do you understand by the following terms:

4.2.1 Work stoppage

4.2.2 Lockout

(2 × 3) (6)

4.3 What advice would you give during a discussion at the local farmers' union regarding ways to handle a trade union that is starting to operate in your area? (7 × 2) (14)

4.4 Explain the purpose and goals of a shop steward. (4)

4.5 Give TWO reasons for the reduction of staff and explain the difference between the two reasons. (10)

4.6 Name and discuss FOUR guidelines which the farmer must consider when selecting staff for dismissal when staff reduction must take place in the workplace. (4 × 2) (8)

4.7 Which Act covers staff reductions? (2)

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TOTAL: 200

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