higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N4

30 September 2020

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1 True
1.2 False
1.3 True
1.4 True
1.5 False
1.6 True
1.7 True
1.8 False
1.9 False
1.10 False

(10 × 2) **[20]**

QUESTION 2

2.1 G
2.2 A
2.3 I
2.4 J
2.5 E
2.6 C
2.7 K
2.8 B
2.9 F
2.10 D

(10 × 2) **[20]**

TOTAL SECTION A: 40

SECTION B

QUESTION 3

3.1
- Assents to bills
- Refers bills back for consideration
- Convenes meetings of cabinet
- Appoints commissions of enquiry and ambassadors
- Refers disputes that might occur in Parliament, to the Constitutional Court or other appropriate institution
- Appointment and recognition of diplomatic officers
- Negotiation and signing of international agreements
- Proclamation of referenda
- Pardons offenders
- Appointment of deputy president and members of cabinet
- Dismissal of deputy president and ministers
- Management of the cabinet
- Formulation and execution of policies of the national government
- Allocation of functions to executive deputy president (Any 6 × 2) (12)

3.2
- The National Assembly consists of 400 members.
- 200 seats are allocated based on the national election according to the percentage of votes of each party
- 200 seats are allocated to the various provinces, as follows:

Gauteng: 43
KwaZulu-Natal: 40
Eastern Cape: 28
Western Cape: 21
Limpopo: 20
Free State: 15
North-West: 15
Mpumalanga: 14
Northern Cape: 4

- A speaker is elected amongst members, and serves as a chairperson of the National Assembly.
- Each political party will choose a leader for the National Assembly, called the chief whip.
- Each political party may choose additional whips at the ratio of 1 whip to every 8.69 members.
- Political parties that are too small to have a whip can attend meetings of the whip.
- Majority party can appoint a deputy whip
- They are elected every 5 years. (Any 6 × 2) (12)

3.3
- South African citizen
- Qualified to vote in the general elections
- Must make an oath or solemn affirmation to do their duties (3 × 2) (6)

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3.4
- To heal the divisions of the past and create a society based on democratic values, social justice and basic human rights.
- To lay the foundation for a democratic and open society in which government is based on the will of the people and every citizen is equally protected by the law.
- To improve the quality of life of all citizens and free the potential of all people.
- To determine the relationship between citizens and the governing institutions
- To build a united and democratic South Africa able to take its rightful place as a sovereign state in the family of nations
- To serve as a system of basic principles and rules according to which the country must be governed.
- It also spells out the powers according to which the governing institutions may govern. (Any 5 × 2) (10)

[40]

QUESTION 4

4.1
- According to proportional representation, there is a direct relationship between the support received by each political party in the election, and the number of seats received by that party in Parliament.✓✓
- If a party gets 70% of the votes in the National elections, they should get 70% seats in the National Assembly.✓ (2 × explanation 1× example) (3)

4.2 4.2.1
- Consist of 30 to 100 members
- Elected on a proportional basis in a general election.
- The premier is the head of the province and the provincial legislature
- Term of office is FIVE years (Any 3 × 2) (6)

4.2.2
- Some of the most important matters over which the provincial legislature has authority are**:**
- Agriculture
- Cultural affairs
- Education, excluding universities of technology and universities
- Health services
- Housing
- Language policy
- Police and protection services
- Public transport
- Tourism
- Local government
- Discuss and pass bills
- Gambling (except lotteries)
- Environment
- Public works
- Regional planning and development
- Tourism

- Traditional leaders
- Urban and rural development
- Discuss and pass bills
- Decisions are made by voting
- May determine and control its internal affairs
- Members have freedom of speech and debate subject to the rules and order (Any 5 × 2) (10)

4.3
- Gauteng
- KwaZulu-Natal
- Eastern Cape
- Western Cape
- Limpopo
- Free State
- North-West
- Mpumalanga
- Northern Cape (9)

4.4
- To appoint or dismiss executive council members
- To convene executive meetings
- To assent to and sign provincial Bills
- To refer a Bill to the provincial legislature for further consideration
- To refer a Bill to the Constitutional Court for a decision on the Bill's constitutionality
- Appoints commissions of enquiry
- Assents to the provincial constitution
- Implements provincial legislation
- Implements national legislation
- Administers the province
- Develops and implements provincial policy
- Summons the Provincial Legislature for an extraordinary meeting to conduct urgent matters
- Dissolves the provincial legislature and calls an election after a vote of no confidence in the executive council has been passed by the legislature
- Calls a referendum of the province
- Coordinates the provincial administration and its departments
- Assigns powers and functions to the executive council
- Appoints or dismisses executive council members (Any 6 × 2) (12)

[40]

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QUESTION 5

5.1 5.1.1 **PUBLIC INSTITUTIONS**

- Managed by government.
- Found in the public sector.
- Exist to improve the general welfare of the people.
- Accountable to the people as they used taxpayers' money
- Provision of essential services (Any THREE)

PRIVATE INSTITUTIONS

- Carried out in privately owned businesses
- Found in the private sector
- Exist to make a profit
- Not accountable to the people as they used their own money to start a business
- Involved in manufacturing and trading of products and services (Any THREE)

(3 × 2) (6)

5.1.2

- Policymaking
- Organising
- Financing
- Staffing/Personnel provisioning and utilisation
- Determination of work methods and procedure
- Control (6)

5.1.3

- Responsibility to provide the physical, social and administrative services or public services.
- Meet the needs of the citizens.
- Ministers are the political heads of a state department and services are performed by the government officials.
- It is an organisational unit used to perform a specific service group of similar services, e.g. education by the Department of Education
- They implement policies of government.
- Prepare budget proposals to be included in the national budget

(Any 3 × 2) (6)

5.2 5.2.1

- People have the opportunity to choose and identify people that they send to parliament by means of regular and general elections
- A democratic state follows democracy, which means government of the people for the people and by the people.
- Few people are vested with the authority to make decisions that people are compelled to obey.
- In a democratic state, people are given many rights which are guaranteed by legislation.
- Regular, free and fair elections
- Leaders must not abuse authority for their own benefit.
- Democracy is based on many principles, such as the Rule of Law and division of authority of the state. (Any 3 × 2) (6)

5.2.2

- Must be a South African citizen
- 18 years and older
- Registered to vote
- Must have a legal voter document (ID)
- A permanent resident of the country
- A person who is a child of a citizen before the commencement of the new Constitution and who has entered the country to become a permanent resident
- A person who has been in the country since 31 December 1978
- Not a South African but granted the right to vote by the parliament
- Not subject to any disqualifications contained in the act

(Any 6 × 1) (6)

5.2.3

- Abbreviated names of all registered parties
- Sign or symbol of each party in colour
- Photograph of the leader of the party (3 × 2) (6)

5.2.4

- Gives the citizens of the country an opportunity to choose their leaders every 5 years.
- If the majority of the citizens are not happy with their government, they can vote the majority party out of power.
- The party that wins the next elections will then become the majority party and will form a new government.
- Different political office bearers are chosen based on election results and this can benefit the citizens as they can bring new ideas and satisfy their needs. (2 × 2) (4)

[40]

QUESTION 6

6.1
- The child's first contact with welfare services is gained within the family, where care is taken of the aged, the ill and helpless children.
- The family is the child's first contact with the system of protection, where the family protects its members and property.
- The family serves as a first status symbol, as he belongs to a group with a cultural and social background.
- The child will not only receive parental care, help support and emotional security, but also skills to cope in the community.
- The child learns to develop interpersonal relationships, which will determine whether the world is friendly or hostile.
- The parent introduces the child to a variety of groups in his environment and to the characteristics of each of these groups.
- The child is taught to love his/her neighbour, to sacrifice his/her personal needs for the benefit of the group.
- The child is introduced to social restrictions such as acceptable behavioural norms, limits of tolerance of what is right and wrong, moral standards, attitudes.
- Family prepares him/her to accept responsibilities in the community

(Any 3 × 2) (6)

6.2
- If they obtain citizenship of another country
- Through abnegation – accepting political asylum of another country
- Through superannuation
- Through dispossession: By the Minister (4)

6.3
- Ensure that national and provincial policies are enforced on local level
- Government closest to the people to understand their needs.
- To provide democratic and accountable government for local communities
- To ensure the provision of services to communities
- To promote social and economic development
- To promote a safe and healthy environment for communities
- To encourage the involvement of communities in mattes of local government (Any 5 × 2) (10)

6.4
- What the status, powers and functions of national or provincial bodies are when there is a dispute between them.
- Whether a bill before Parliament or a provincial legislature is constitutional
- Whether a law of Parliament or a provincial law is constitutional.
- If amendments to the Constitution are constitutional
- Whether another court was correct when it found that the behaviour of the President is unconstitutional.
- If the working of Parliament is constitutional.
- If a provincial constitution or amendments to a provincial constitution are constitutional
- A matter must be heard by at least 11 judges.
- The court does not hear evidence or question witnesses.
- It usually works from written arguments presented to it. Most of the work of the Court consists of reading and analysing documents and preparing judgements. (Any 3 × 2) (6)

6.5
- Executive committee (EXCO)
- Municipal departments
- Other office bearers in the local government (Any 2 × 1) (2)

6.6
- The Municipal Council makes bylaws, provided they are consistent with the national or provincial legislation.
- Prescribe procedures to levy and recover rates and taxes.
- Prescribe how municipal income will be spent to provide the necessary services to maintain the wellbeing of all citizens.
- Ensure that national and provincial policies are enforced on local level
- Municipalities have the right to govern on their own initiative subject to national, provincial legislation and the Constitution.
- The municipal council will make by-laws on various matters. These matters concern, for example, tourism, refuse removal, health services, and storm water drainage.
- A municipal council may decide on its own working method by establishing committees, although decisions must be taken by a full council. (6 × 2) (12)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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