higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

PUBLIC ADMINISTRATION N5

10 JUNE 2013

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1.1 A declaration of intent to do something.

1.1.2 These groups share mutual interests in order to achieve their respective objectives.

1.1.3 To harmonize work in various departments in order to obtain co-operation and the achievement of objectives.

1.1.4 Transfer of meaningful information to those concerned.

1.1.5 The transfer or allocation of power to subordinates.

1.1.6 Estimated revenue and expenditure over a certain period.

1.1.7 A movement of an employee to a higher position of responsibility.

1.1.8 Trying out a new employee in a position for a certain period.

1.1.9 Thought process and action for administration of objectives.

1.1.10 Consists of grouping similar functions with the aim of achieving objectives.

(10 × 2) (20)

1.2 1.2.1 F

1.2.2 D

1.2.3 I

1.2.4 A

1.2.5 G

1.2.6 E

1.2.7 H

1.2.8 J

1.2.9 B

1.2.10 C

(10 × 2) (20)
[40]

TOTAL SECTION A: 40

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SECTION B

QUESTION 2

2.1
- Authorisation – all interested parties must be informed
- Enforceable – policy declaration must be enforced
- Flexible – must allow space for change
- Feasible – must be realistic
- Clear – must be understood
- Public – must be publicised

(5 × 2) (10)

2.2
- The competence of the supervisor
- The degree of interaction and quality.
- The extent to which a supervisor can give his full attention
- The nature of work
- The extent to which work can be standardised
- The degree of complexity

(5 × 2) (10)

2.3
- Control instrument – authorising document for expenditure.
- Operating programme – It is a program of public action and important working document for public servants.
- Source of information – Not a secret document and any member can buy a copy and study it.
- Policy statement – states the proposed expense. Each department plans according to the aims of the budget.
- Integrating instrument
- Redistribution of wealth

(5 × 2) (10)

2.4
- Determine whether new employee is suitable for the post.
- New employees to undergo in-service training
- New employee's progress must be monitored.
- New employees will acclimatise with the organisational culture
- To offer new employees a permanent position if they proved to be suitable

(5 × 2) (10)
[40]

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QUESTION 3

3.1 Political Party Policy
Congresses are convened by all political parties at the beginning of each year.
During these congresses important issues of policy making are discussed.
If the congresses accept these matters they will be passed on to branches.
These matters will be included in the political policy of the party.
Political policy is the highest policy level in the public sector.

Government Policy
Political ideology must be transformed into workable realities.
Practical programmes will be created by executive civil servants to carry out policy of the government.
This stage is referred as the political implementation stage.
Every important decision must be taken into account.
Politics will play a vital role when decisions around priorities must be taken.

Administrative Policy
The administrative department will make provision for the determining of the following six generic functions:
Departmental staff policy
Departmental financial policy
Departmental organisational policy
Departmental procedural policy
Departmental control policy (10)

3.2 The policy of the government must be established.
Geography and demography will play a role.
The willingness of workers to work in a particular area.
The availability of services and suitable accommodation.
It must be decided how much control will be necessary over activities of decentralised office. (10)

3.3 Be formally introduced to his/her new colleagues
Be formally orientated into their new environment
Supervisors should prepare orientation programme for new employees.
New employees must be made aware about rules and regulations.
Be provided with equipment
They should be made to feel that they are needed. (10)

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3.4 Budgetary appropriation cannot be exceeded without the necessary authorisation
Approved funds are valid for a specific financial year.
Money may only be used for the purpose for which it was meant and/or requested.
All income received falls under the control of the State President.
All financial proposals must be recommended by the State President before being proposed in Parliament.
No money may be withdrawn from the National Revenue Fund without approval by act of Parliament
All accounts, statements, face-value documents and proofs may be investigated, corrected and audited.

(5 × 2) (10)
[40]

QUESTION 4

4.1 Conditions of establishment:
Each public institution has its own objectives.
No department has the right to interfere with another department.

Financial means:
No institution can function without money
Aims must be affordable.
Privatisation has reduced the cost for government in providing of services.

Personnel abilities:
Educated personnel enable an institution to reach its objectives.
If a policy requires more people to do the job, the financial implication must be taken into account.

Physical facilities:
Institutions must have facilities such as offices, transport and equipment.
If facilities are not sufficient, the additional costs must be taken into consideration.

(5 × 2) (10)

4.2 Handing over of functions from higher organisational level to a lower one.
Delegation is associated with the transfer of ability to act with authority, accountability and responsibility for decisions and actions he/she may take.
There is no delegation of authority if a subordinate has to ask the supervisor which decision he must take every time he has to take any action. (10)

4.3 Ensuring all expenses under his control are properly authorised
Evaluate the achievements of autonomous management in service delivery
Submitting statements to Auditor General
Certifying the correctness of accounting records
Reply to all enquiries from the Auditor General
Report any financial irregularity

(5 × 2) (10)

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4.4 Aristocratic system:
The best posts in the public services would be reserved for those who occupy high social positions.
It is found in states where consciousness of social class is high.

Democratic system:
Government is elected by the people
Elected political representatives are accountable to the voters

Merit system:
Personnel are appointed on merit.
The person best qualified and best suited for the position will be appointed.

Spoils system:
A party that wins the elections regards certain posts as theirs by right.
Such posts will be distributed to their loyal supporters. (10)
[40]

QUESTION 5

5.1 5.1.1 Interest and pressure groups:
Interest groups do not have political minds.
They serve the interest of their members.
Pressure groups and public institutions are two opposing parties but they need each other in order to achieve their respective objectives.
Examples of these groups are trade unions. (4)

5.1.2 Newspapers and news media:
Media plays an important role in influencing policy-making
Newspapers and news media could manipulate facts
Media also plays a role in educating the public about political and administrative matters. (4)

5.2 Purely profit-orientated organisation:
Institutions which are concerned with production and trade.
Their aim is to maximise profit.
Examples are institutions such as Edgars, Shoprite, etc.

Government enterprise:
Brought into being for a particular purpose by government.
Have wide powers.
They are often decentralised in order to reach all corners of the state.
Examples here are state departments.

Single-purpose councils:
Are created on the initiative of government
Most of them are subjected to inspection by government.
Examples are census board and road safety council (12)

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5.3 Fairness:
Salaries should be reasonable and fair.

Clarity:
Salary must be well-defined and clearly understood.

Comprehensiveness:
Provisions must be made for all positions and occupations.

Efficiency:
Salary must attract efficient personnel and keep them in service.

Elasticity:
The salary scale must be flexible and adjustable. (5 × 2) (10)

5.4 Serves as the banker of government
Issues bank notes
Acts as banker of commercial banks
Acts as financial adviser to the government
Acts as protector and moderator of interest rates (10)
[40]

TOTAL SECTION A: 160
GRAND TOTAL: 200

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