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higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N1250(E)(J10)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

(21010035)

10 June 2013 (Y-Paper)
13:00–16:00

This question paper consists of 5 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
PUBLIC ADMINISTRATION N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions in the ANSWER BOOK.
2. Read ALL the questions carefully and do only what is required.
3. Number the answers according to the numbering system used in this question paper.
4. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Define the following terms:

1.1.1 Policy

1.1.2 Interest groups

1.1.3 Co-ordination

1.1.4 Communication

1.1.5 Delegation

1.1.6 Budget

1.1.7 Promotion

1.1.8 Probation

1.1.9 Administration

1.1.10 Organising

(10 × 2) (20)

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1.2 Choose an item/word from COLUMN B to match a description/item/word in COLUMN A. Write only the letter (A–J) next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.2.1	Political policy	A	Maize Board
1.2.2	Pressure groups	B	acquisition of skills
1.2.3	Classical classification	C	parliament
1.2.4	Example of control boards	D	trade unions
1.2.5	Unity of command	E	issue bank notes
1.2.6	South African Reserve Bank	F	highest policy level
1.2.7	Merit system	G	one supervisor to each employee
1.2.8	Political office bearer	H	appointments are characterised by fairness
1.2.9	Training	I	each institution is created for a specific purpose
1.2.10	Example of legislative institution	J	Minister

(10 x 2) (20)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Name and briefly explain the characteristics of 'public policy'. (10)

2.2 Discuss factors which play a role in the determination of span of control. (10)

2.3 Discuss the characteristics of the state budget. (10)

2.4 Briefly explain why it is imperative to place new employees on probation. (10)
[40]

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QUESTION 3

3.1 The African National Congress (ANC) 53rd Conference was held in Mangaung in December 2012. Policy discussions took place and certain new policies were adopted. Name and briefly explain FOUR levels of public policy. (10)

3.2 When departments are decentralised, various factors are considered. Describe the factors to be considered when departments are decentralised. (10)

3.3 Induction and orientation are important to the success of a new employee. Discuss factors to be considered when a new employee is inducted. (10)

3.4 State FIVE principles to ensure proper financial control in the public sector. (10)
[40]

QUESTION 4

4.1 Name and briefly explain the internal factors influencing policy making. (10)

4.2 Discuss FOUR identifiable actions associated with delegation. (10)

4.3 Describe FIVE functions of the accounting officers within government institutions. (10)

4.4 Name and briefly explain FOUR systems according to which staffing takes place. (10)
[40]

QUESTION 5

5.1 Discuss the following role players in policy making:

5.1.1 Interest groups (4)

5.1.2 Newspapers and news media (4)

5.2 Briefly explain the contemporary classification theory. (12)

5.3 Name and briefly explain the requirements of salaries of public officials. (10)

5.4 State FIVE functions of South African Reserve Bank. (10)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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