higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

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This marking guideline consists of 7 pages.

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QUESTION 1

1.1 1.1.1 Policy - A declaration of intent to do something

1.1.2 Organising - Consists of grouping of similar functions and allocating these group of functions to different organisations in such a way that everything done by workers will be aimed at achieving objectives.

1.1.3 Control - To ensure activities are carried out effectively and efficiently.

1.1.4 Unity command – Each worker should only have one direct supervisor

1.1.5 Span of control – Refers to the number of subordinates who can be managed effectively by one person.

1.1.6 Delegates – Refers to the transfer or allocation of power to subordinates.

1.1.7 Budget - Estimated income and expenditure over a certain period

1.1.8 Recruitment – Refers to a process of finding a right candidate for the job.

1.1.9 Induction – Installing a person into an organisation, making him/her a part of the organisation.

1.1.10 Subpoena – A letter commanding a person to appear in court.

(10 x 2) (20)

1.2 1.2.1 True
1.2.2 True
1.2.3 True
1.2.4 True
1.2.5 False

(5 x 2) (10)

1.3
- Policy making
- Organising
- Staffing
- Control
- Work procedure
- Financing

(5 x 2) (10)
[40]

SECTION B

QUESTION 2

2.1 2.1.1

- Population becomes aware of specific need they want the public
- institution to supply.
- The higher the development of the public the higher the needs.
- People demand tax to be lowered but at the same time demand better services. (3 x 2) (6)

2.1.2

- Officials are ideally plant to influence policies of the institutions entrusted to them.
- The political office bearers use the information and advice given to them by officials with regard to changing and adapting policies. (2 x 2) (4)

2.2 VERTICAL

President

Chief of Staff	Chief of Production	Chief of Finance
Head: Planning	Head: Production	Head: Marketing

HORIZONTAL

President	Chief of Staff	Head: Planning
	Chief of Production	Head: Production
	Chief of Finance	Head: Marketing

(10)

2.3

- Serves as the banker of the government
- Issue bank notes
- Acts as banker of commercial banks
- Acts as financial adviser of the government
- Acts as protector and moderator of interest rates
- Bank of the state which controls the money supply and gold reserves. (10)

2.4

- Affirmative action is policy adopted by the current government in order to address imbalances in the workplace
- Government is using the policy for recruitment purposes
- Affirmative action has given rise in a number of women occupying higher positions.
- Certain sections of community is opposed to it
- Recruitment is done based on employment equity (10)

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QUESTION 3

3.1
- Authorisation: A policy is determined by an authorised government institution.
- Enforceable: A policy declaration as contained in an official letter may be regarded as being enforceable.
- Flexible and adaptable: A policy must allow space for changes when circumstances vary.
- Feasible: Policy-makers must take the realities of the environment and state into consideration when they formulate a policy.
- Clear: Policy must be formulated clearly so that it can be understood and interpreted correctly.
- Public: When policy concerns the public, it must be publicised as clearly as possible. (Any 5 x 2) (10)

3.2
- The competence of the supervisor
- The degree of interaction and quality
- The extend of which a supervisor can give his full attentions
- The nature of work
- The extent to which work can be standardised
- The degree complexity (Any 5 x 2) (10)

3.3
- Establishment records
- Records of posts (filled and vacant)
- Leave records
- Records of candidates seeking employment
- Retirement records
- Correspondence files
- Personal files of officials (Any 5 x 2) (10)

3.4
- Ensuring all expenses under his/her control are properly authorised
- Evaluate the achievements of autonomous management in service delivery
- Submitting statement to Auditor General
- Certifying the correctness of accounting records
- Reply to all enquiries from the Auditor General
- Report any financial irregularity (Any 5 x 2) (10)

[40]

QUESTION 4

4.1 PREPARATORY PHASE

- Each department will discuss and prepare the department's budget by their departmental managers
- Before any activity can be planned, funds must be made available
- Steps should be taken to procure funds

APPROVAL PHASE

- After the minister of finance has tabled the budget in parliament it must undergo specific process to gain approval as budget act.
- Legislature has authority to approve the budget.
- The approval of the budget does not guarantee that the spending of public distributions will be done effectively.

EXECUTION PHASE

- The approved budget is executed by departments
- Specific requirements are laid down to ensure that funds are well spent.
- Control has to be exercised around payments and accounts.
- In each department there must be an accounting officer to answer for financial irregularities.

CONTROL PHASE

- Auditor General must investigate every public account so that irregularities are traced (10)

4.2 4.2.1 Appointee will be given a trail period to prove himself/herself. During this period an appointee is often required to undergo in service training
The trial period is usually a year (4)

4.2.2

- An official should be given the opportunity to indicate where he/she would like to work
- These are different environments in the public sector
- One may enjoy to work in the city while the other enjoy to work in rural areas. (6)

4.3

- Conditions of establishment
- Financial means
- Personnel abilities
- Physical facilities
- Political assignment
- Legality according to administrative law (10)

4.4

- The policy of the government must be established
- Geography and demography will play a role
- The willingness of workers to work in particular area
- The availability of services and suitable accommodation
- It must be decided how much control will be necessary over activities of decentralised office. (5 x 2) (10)

[40]

QUESTION 5

5.1
- Accounting officer
- Parliament
- Joint committee on public accounts
- Department of state expenditure
- Auditor General
- South African Reserve Bank (Any 5 x 2) (10)

5.2
- Legislative institutions
- Executive councils
- Commissions of enquiry
- Cabinet committee
- Internal auxiliary services and staff units
- Select and joint committees of parliament (Any 5 x 2) (10)

5.3 PURELY PROFIT ORIENTATED ORGANISATION
- Institution which are concerned with production and trade.
- Their aim is to maximise profit.
- Examples are institutions such as Edgars, Shoprite, et cetera.

GOVERNMENT ENTERPRISE
- Brought into being for a particular purpose by government.
- Has wide powers.
- They are often decentralised in order to reach all corners of the state.
- Examples here are state department.

GOVERNMENT COMMERCIAL ENTERPRISES
- These are enterprises which provoke essential services to the public such as government printers, the government wine estates.

CORPORATE ORGANISATIONS
- These are organisations which are brought into being by act of parliament
- Such as IDC.

CONTROL BOARDS
- These are agricultural control boards which have been created to prevent exploitation and to protect agricultural products. (5 x 2) (10)

5.4 5.4.1
- 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. (4)

5.4.2
- A party that wins the elections regard certain posts as theirs by right
- Such posts will be distributed to their loyal supporters (3)

5.4.3
- Personnel are appointed on merit
- The person best qualified and best suited for the position will be appointed. (3)

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TOTAL: 200

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