higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

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This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1
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1.1.10 D

(10 × 2) (20)

1.2 1.2.1 A course or principle of action adopted or proposed by a government and institution or business.

OR

It is a declaration of the intention to do something or to have it done in a specific way by specific institutions or functionaries.

1.2.2 The number of people who can be effectively managed by one manager

1.2.3 An estimate or plan of income or expenditure

1.2.4 A process whereby a new appointee is given a trial period to see if he is really suited for the job

1.2.5 Describes duties, qualifications and responsibilities of a post, as well as working conditions and requirements

(5 × 2) (10)

1.3
- The Public Protector
- The South African Human Rights Commission
- The Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities.
- The Commission for Gender Equality
- The Auditor-General
- The Electoral Commission (Any 5 × 2) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1
- Conditions of the establishment✓ – each public institution has its own objectives that may not be interfered to by any other institution✓
- Political assignment✓ – every public institution is led by a minister who forms part of the national executive council appointed by the state president.✓
- Legality according to the state and administrative law✓ – the policy of an institution is tested on the legal principles of government and administrative laws.✓
- Financial means✓ institutions need necessary funds to operate effectively✓
- Personnel abilities✓ – institutions need qualified, competent employees to do the job in order to function effectively in achieving specific objectives✓
- Physical facilities✓ – public institutions ,must have essential facilities like offices, furniture, vehicles and infrastructure✓ (6 × 2) (12)

2.2
- Authoritative✓ – a policy is determined by an authorised government institution or representative such as a head of department.✓
- Enforceable✓ – a policy declaration is contained in an official letter, circular, departmental directive or official mandate.✓
- 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✓ – policies must be formulated clearly so that they can be understood and interpreted easily and correctly.✓
- Public✓ – a policy concerns the public therefore it must be publicised as clearly as possible.✓ (6 × 2) (12)

2.3
- President
- Ministers
- Chairperson of National Council of Provinces
- Speakers
- Premiers of provinces
- Members of the provincial executive committees (MECs)
- Mayors.
- Members of municipal executive and management committees. (8 × 2) (16)

[40]

QUESTION 3

3.1
- Organisational charts✓ – organisational structure that channels internal communication✓
- Manuals✓ – handbooks that prescribe communication channels✓
- Procedure codes✓ – systematic process for all functions performed by the officials in the organisation✓ (Any 3 × 2) (6)

3.2
- Line system✓ – it has a direct line of authority and command extending from top to bottom.✓✓
- Functional system✓ – division of work ensures that supervisors and specialists exercise authority.✓✓
- Line and staff system✓– these are specialist do research work and act as advisors.✓✓ (Any 3 × 3) (9)

3.3
- There must be formal directives or instructions to regulate communication.
- Standardised forms and reporting templates can be provide which have to be used.
- The formal communication network may be prescribed by legislation and also by directives such as manuals, rules and regulations and procedure codes.
- Correct use of the language must be enforced.
- Informal communication must be monitored. (Any 3 × 2) (6)

3.4
- Handing over functions from higher organisational level to a lower.
- Delegation is associated with the transfer of the ability to act with authority.
- When function and authority have been delegated to a subordinate, the subordinate becomes accountable and responsible for any decisions and actions.
- There is no delegation of authority if a subordinate has to ask the supervisor which decision he must make every time he has to take an action. (4 × 2) (8)

3.5
- Similarity of functions or objectives.✓ – services are grouped according to similar functions to achieve a particular objective✓
- Geographical area.✓ – services are rendered where there is a greater need identified✓
- Products supplied and services rendered✓ – public officials have a responsibility to render specific service at a cost e.g. water and electricity supply✓
- Particular clients or population groups✓ – a provision of services or products to particular population group of individuals' e.g. people with disabilities. people with chronic diseases such as HIV/AIDS diabetes✓ (4 × 2) (8)

3.1
- Central level
- Provincial level
- Local level (3)

[40]

QUESTION 4

4.1
- Income budgets✓ – budget taken from the state revenue account.✓
- Expense budget✓ – budget which cater for the state expenses.✓
- Capital budgets.✓ – budget reserved for government fixed assets.✓

(3 × 2) (6)

4.2
- Revenue from state enterprises✓ – funds accessed from the main account of the state from the state-owned enterprises such as the government printers, wood production processing etc.✓
- Interest on dividends✓ – a tax taken from profit made in investments. ✓
- Levies✓ – tax imposed on certain services rendered to the public.✓
- Licence fees✓ – fees paid to regulate the use of a certain service.✓
- Fines and bail forfeitures✓ – charges which the citizens pay for when they have committed an offence against the state rule of law.✓
- Taxes✓ – various taxes are charged from individual, companies and trusts.✓
- Loans✓ – government can access funds by borrowing money from financial institutions such as the world bank, international Monetary fund, Southern African bank etc.✓
- Special funds and accounts.✓ – funds accessed from the government specials funds such as national roads funds, government service pension fund etc.✓

(Any 7 × 2) (14)

4.3
- The preparatory phase✓ – the departmental managers of each department will discuss and prepare their own budget.✓
- Approval phase✓ – the stage wherein the legislature approves as an assurance that the final spending of public institutions will be done effectively.✓
- Execution or implementation phase✓ – the approved budget is executed by the departments and institutions and each expense transaction must be carefully recorded.✓
- Control phase✓ – a phase wherein the Auditor General must investigate every public account so that any irregularities can be traced and reported to Parliament.✓

(Any 4 × 2) (8)

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4.4
- Parliament✓ – it is an institution that has powers to approve or reject the budget and examine the report of the Auditor-General.✓
- National Assembly Standing Committee on Public Accounts/ joint committee on public accounts✓ – it's appointed by Parliament to examine the report of the Auditor – General and ensures that the treasury department spend the public funds responsibly.✓
- Department of the National Treasury✓ – it exercises control over government accounts, coordinate government spending.
- The South African Reserve Bank✓ – it is the central bank of the state✓
- The Auditor General✓ – act on the capacity to audit all state accounts and report any suspicious financial administration to the parliament.✓
- Accounting officers✓ – they are the financial administrators in the government institutions.✓
- Departmental accountants✓ – these are trained individuals who are responsible for accounting of the department and daily control.✓
- Legislators✓ – they make the laws which prescribe public funds have to collected and spent.✓ (Any 6 × 2) (12)

[40]

QUESTION 5

5.1
- He should be formally introduced to his new colleagues.
- He should be formally orientated into his new environment.
- Supervisors should prepare an orientation programme for new employees.
- The new employee should be made aware of all the rules and regulations which will affect him in any way.
- Any furniture or equipment he may need to do his work should be provided.
- He should be made to feel that he is needed. (Any 5 × 2) (10)

5.2
- An official retirement age as determined by the public service policy is usually 60 or 65 years.
- Officials' service may be terminated only if found guilty of misconduct or.
- Found medically unfit to work.
- Found to be completely inefficient and.
- Neither reassignment nor retraining has helped to rehabilitate the person. (Any 5 × 2) (10)

5.3
- Determining staffing needs
- Determining recruitment field
- Attraction of candidates
- Selecting personnel (Any 4 × 2) (8)

5.4
- Establishing posts
- Recruitment or hiring of employees
- Placement of candidates
- Trial appointments or probation
- Evaluation of work performance or performance appraisal
- Promotion
- Transfer and reassignment
- Termination of service and retirement
- Affirmative action (Any 6 × 2) (12)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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