higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

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10 November 2014 (Y-Paper)
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This question paper consists of 6 pages.

BUSINESS STUDIES

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

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

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INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
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 Choose a word(s) from COLUMN B that matches a description in COLUMN A. Write only the letter (A–L) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B
1.1.1	Direct line of authority from top to bottom	A Main Budget
1.1.2	Aids in organising	B Auditor General
1.1.3	The best post should be reserved for those who occupy high positions	C Job description
1.1.4	Main source of income for State	D Phosphate Mining Corporation
1.1.5	Legislators always have the final say in financial matters	E Trade Unions
1.1.6	Consists of current expenses, capital expenditure and payments of each department	F Procedure Codes and Manuals
1.1.7	Person responsible for auditing state and public accounts	G Policy
1.1.8	Describe duties, qualifications and responsibilities of posts	H Line organisational system
1.1.9	An example of corporate organisation	I Delegation
1.1.10	An example of interest groups	J Tax
		K Parliament
		L Aristocratic system

(10 × 2) (20)

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1.2 Explain the following terms:

1.2.1 Probation

1.2.2 Induction

1.2.3 Recruitment

1.2.4 Budget

1.2.5 Subpoena

1.2.6 Authority

1.2.7 Policy

(7 × 2) (14)

1.3 List the SIX generic administrative functions carried out in all public institutions. (6)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Public servants play an imperative role in formulation of public policy.

Discuss how internal factors influence policy-making. (15)

2.2 Briefly explain factors to be considered when departments are decentralised. (12)

2.3 Describe why it is important to have a South African Reserve Bank to deal with state finances. (8)

2.4 Explain the proper procedure of dealing with grievances. (5)

[40]

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QUESTION 3

3.1 When you delegate authority, it means that you are giving or assigning authority or power to someone else e.g. central government assigning functions to provinces in order to provide houses to the poor masses.

Discuss delegation under the following headings:

3.1.1 THREE main categories of delegation. (7)

3.1.2 FOUR identifiable actions associated with delegation. (8)

3.2 Describe the role of the following role players in policy-making:

3.2.1 Interest groups (8)

3.2.2 Legislative institutions (4)

3.3 Highly skilled people are resigning from public institutions to join the private sector.

Discuss reasons why people find the public sector unattractive. (8)

3.4 State FIVE sources of income for the central government. (5)
[40]

QUESTION 4

4.1 Name and briefly explain FOUR phases of the state budget. (15)

4.2 Discuss training and development using the following headings:

4.2.1 Induction and orientation (10)

4.2.2 Training (2)

4.3 Briefly explain why public policies should possess certain characteristics. (5)

4.4 Briefly explain the different aids that can be used in ensuring efficient co-ordination. (8)
[40]

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QUESTION 5

5.1 Discuss ways which can be used to attract candidates in the public sector. (16)

5.2 Describe the functions of the accounting officer. (12)

5.3 President J Zuma appointed a commission of enquiry to investigate the Marikana Massacre which happened in August 2012.

Describe the role of a commission of enquiries in policy-making. (8)

5.4 Explain the difference between unity of command and span of control. (4)
[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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