higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

18 NOVEMBER 2018

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1	1.1.1	True		
	1.1.2	False		
	1.1.3	False		
	1.1.4	False		
	1.1.5	False		
	1.1.6	False		
	1.1.7	True		
	1.1.8	True		
	1.1.9	True		
	1.1.10	True		
			(10 × 1)	(10)
1.2	1.2.1	D		
	1.2.2	E		
	1.2.3	A		
	1.2.4	B		
	1.2.5	I		
	1.2.6	J		
	1.2.7	K		
	1.2.8	L		
	1.2.9	H		
	1.2.10	F		
			(10 × 2)	(20)
1.3	1.3.1	Local level		
	1.3.2	Unity of command		
	1.3.3	Cabinet		
	1.3.4	Legislature or Parliament		
	1.3.5	Planning		
			(5 × 2)	(10)
				[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 2.1.1

- Play a dominant role in politics, and in shaping the minds and opinions of people.
- The public can be manipulated easily by the facts published by these interest and pressure groups.
- The views expressed by the media should be noted and submitted for further discussion.
- The media can also educate the public about political and policy issues.

2.1.2

- The highest policy makers on each level of government, and have the final say in legislation
- Elected by the voters or nominated by ministers
- Ministers must submit bills to the legislature for consideration.
- The legislative institutions appoint committees to investigate specific issues.

2.1.3

- Appointed by the President on the advice of the cabinet.
- Persons who do not work in government can be selected as members.
- Members should be unbiased and fair with regard to the matter they have to investigate.
- It is important to choose commission members carefully and they should have the correct type of knowledge and expertise on the matter.
- A commission can only make recommendations after they have conducted a thorough investigation. (Any 4 × 1)

(3 × 4) (12)

2.2 2.2.1

- Refers to tasks and authority assigned to a subordinate by means of legislation
- Normally from a manager (higher level) to a subordinate (lower level) (2 × 2)

2.2.2

- The manager still has the final say after he has delegated tasks.
- Officials may sign documents on his behalf, but he remains responsible and accountable for the outcome of the delegated task. (2 × 2)

2.2.3

- Dividing institutions into separate management units
- They operate independently; their functions, powers, responsibilities and discretion are also independent. (2 × 2)

(3 × 4) (12)

2.3
- He is the head of the Ministry of Finance and National Treasury.
- He prepares the annual budget to be presented to the legislature for approval.
- Submits and presents the budget to the legislature for approval.
- He is responsible for drafting and implementing fiscal policies. (4 × 2) (8)

2.4
- FAIRNESS ✓
  Salaries in the public sector must be fair and reasonable.✓
- CLARITY✓
  The salary scale must be well defined and understood by all parties involved.✓
- COMPREHENSIVENESS✓
  There must be provision for all positions and occupations from paying out unused leave, overtime and sick leave. ✓
- EFFICIENCY ✓
  The salary scale must attract competent personnel and retain them.✓
- ELASTICITY✓
  The salaries must be also adjustable and flexible according to conditions in government.✓ (Any 4 × 2) (8)

[40]

QUESTION 3

3.1
- ENFORCEABLE ✓
  The policy declared must be contained in official letters and anyone who does not conform to the stipulations in the policy can be charged with misconduct.✓
- AUTHORITATIVE✓
  An authorised government institution must determine the policy and must inform all parties concerned in writing.✓
- FLEXIBLE AND ADAPTABLE✓
  The policy must allow for changes when necessary and when circumstances vary.✓
- PUBLIC✓
  The media must publish the policy as clearly as possible for public consumption.✓
- FEASIBLE✓
  The environment of communities and state must be considered when formulating a policy.✓ (5 × 2) (10)

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3.2 3.2.1
- Has direct line of authority and command from top to bottom.
- Is the simplest and oldest organization form.
- Every person is accountable to only one person. (Any 2 × 2)

3.2.2
- Supervisors perform a specialised set of tasks.
- Exercises authority and has command over specialised tasks only. (2 × 2)

3.2.3
- Expert assistants assist non-specialist line functionaries.
- These specialists do research and act as advisors. (2 × 2)

(3 × 4) (12)

3.3
- The attitude of people to working in the public sector
- The conditions of service and salary offered
- The qualifications required for the post
- The reservation of particular posts or classes of posts for particular population groups
- The employment policy of the organisation, for example, filling higher posts by promotion only (5 × 2) (10)

3.4 POLICY DOCUMENT✓
- States the proposed expenses for a financial year✓
- Each department has to plan its expenses according to the aims of the budget.✓

WORKING PROGRAMME✓
- Provides a programme of public action: an important working document for public servants✓

SOURCE OF INFORMATION✓
- Any member of the public may buy a copy and study it.✓

INSTRUMENTAL OF CONTROL✓
- The budget is the document that authorises expenditure.✓ (4 × 2) (8)

[40]

QUESTION 4

4.1 CIRCUMSTANCES✓

- If more people become unemployed, government will have to spend more money on creating jobs.✓✓
- The high crime rate and violence will force government to spend money on employing and training more police officials.✓✓
- People from other countries will not be eager to invest in South Africa if government does not consider the crime rate a priority.✓✓

NEEDS AND EXPECTATIONS OF THE POPULATION✓

- Once people realise their needs, they pressurise government by demanding service delivery, even though they refuse to pay for some services.✓

POLICIES OF POLITICAL PARTIES✓

- There will always be different political parties who compete against one another to gain power and to rule the country.✓
- The party that wins an election will introduce and enforce new policy changes.✓ These new changes will mean either a restriction or an extension of services, depending on the objectives of the political party in power.✓

ACTIVITIES AND REPRESENTATIONS OF INTERESTGROUPS✓

- Numerous groups in South Africa have a great influence on policy making because of the role they play in representing the interest of the people.✓
- They may be involved in changing policies, such as COSATU.
- They engage in mass actions.✓

PERSONAL VIEWS OF POLITICAL EXECUTIVE OFFICE BEARERS✓

- They implement policies; take views and proposals and strategies requirements.
- Evaluate policies in accordance to the budgetary proposals✓

RESEARCH, INVESTIGATIONS AND VIEWS OF EXPERIENCED PUBLIC OFFICIALS✓

- A commission or committee will be appointed to research the matter and provide solutions and recommendations, and public officials can offer advice on matters of policy.✓ (6 × 2) (12)

4.2 SIMILAR FUNCTIONS OR OBJECTIVES✓

- This is where services are grouped together according to the similarity of their functions, for example, in a department there are several activities that ensure efficiency, such as the Department of Health, where one will find doctors, nurses, laboratory technicians, porters, administrators, et cetera.✓

GEOGRAPHICAL AREA✓

- Identifying where there is a greater need to provide different services and products, for example, municipalities providing water and electricity✓

PRODUCTS SUPPLIED AND SERVICES RENDERED✓

- Services are grouped according to the products and services supplied to citizens, and where citizens have to pay for the services rendered.✓

PARTICULAR CLIENTS OR POPULATION GROUPS.✓

- Specific services and products will be provided to particular groups or individuals only, for example, to HIV patients, people with disabilities, et cetera.✓ (4 × 2) (8)

4.3

- He should be formally introduces 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 must be made aware of all the rules and regulations that may affect him or her in any way.
- Provide any furniture or equipment the new employee may need to do his or her work.
- He must be made to feel that he or she is needed. (6 × 2) (12)

4.4 Mr Nelson Mandela (2)

4.5

- CENTRAL GOVERNMENT ✓
  The governing authority at national level✓

- PROVINCIAL GOVERNMENT✓
  The governing authority at provincial level✓

- LOCAL GOVERNMENT✓
  The governing authority at local level, comprising of different municipal councils✓ (3 × 2) (6)

[40]

QUESTION 5

5.1 CONDITIONS OF THE ESTABLISHMENT✓

- Each public institution has its own objective; the needs of the Department of Water Affairs differ from the Department of Education's needs. ✓
- No department has the right to act or interfere in another department's affairs.✓

POLITICAL ASSIGNMENT✓

- A Minister heads each state department, and he or she must ensure that the aims of political parties are achieved.✓

LEGALITY ACCORDING TO THE STATE AND ADMINISTRATIVE LAW✓

- The policy of the public institution will tested against the government's legal principles and according to administrative law.✓

FINANCIAL MEANS✓

- Institutions need the necessary funds to operate effectively.✓
- Aims must be affordable and realistic.✓

ABILITIES OF STAFF✓

- Only staff who have the correct qualifications to do the job should be appointed.✓
- If a policy requires more qualified people to do the job, the department must request additional funds.✓

PHYSICAL FACILITIES✓

- Public institutions must have facilities such as offices, furniture, vehicles, et cetera.✓
- If a department needs more facilities, it should request additional funds.✓

(Any 5 × 2) (10)

5.2

- Serves as the government's banker
- Issues notes and coins
- Acts as banker for commercial banks
- Collects all revenue that are due and provides a customs service
- Provides financial advice to the government and other authorities and institutions
- Acts as protector and moderator of interest rates, gold reserves and foreign currency. (Any 5 × 2) (10)

5.3

- The official first informs his or her direct supervisor to discuss the nature of the grievance.
- The supervisor may refer him or her to an even more senior official.
- The aggrieved official can follow the same process repeatedly.
- He or she will eventually state his or her case to the most senior official in his or her department.
- If the official is still not happy with the decision, he or she may appeal to a central personnel institution or to the political office bearer in charge.

(5 × 2) (10)

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5.4 Thembekile Kimi Makwetu

- Conducts auditing of all public accounts
- Has the authority to subpoena any person under oath on matters related to financial irregularities
- Reports any financial irregularities to Parliament. (5 × 2) (10)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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