higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N5

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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.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Start each section on a new page.
5. Use only a black or blue pen.
6. Write neatly and legibly.

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SECTION A

QUESTION 1

1.1 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–M) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.

COLUMN A		COLUMN B	
1.1.1	Nature of public policy	A	coordination
1.1.2	Important decision-making process	B	budget
1.1.3	Law passed by local government	C	recruitment
1.1.4	Grouping of similar functions in an organisation	D	policy
1.1.5	System of working together to provide unity of action	E	parliament
1.1.6	Functional activities	F	analyse the problem
1.1.7	Proposed income and spending for the financial year	G	grievance
1.1.8	Highest policy-making political authority	H	organising
1.1.9	Process of attracting, selecting and appointing the most qualified candidates	I	reassignment
1.1.10	Official complaint by an employee	J	formulated by government
		K	line system
		L	bylaw
		M	financing

(10 × 2) (20)

1.2 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 Public policies are not the course of action.

1.2.2 Time dimension implies that objectives must be kept up to date.

1.2.3 Organisational charts show the structure of manuals.

1.2.4 The balancing of activities means that all activities are carried out in the correct logical and legal sequence.

1.2.5 The main budget comprises all current expenses and capital expenditures.

1.2.6 Perks tax is imposed on car subsidies.

1.2.7 When the auditor general is appointed the terms of chapter 9 of the constitution are considered.

1.2.8 Employers should not take steps to safeguard the health and safety of employees.

1.2.9 The Public Service Commission should not conduct research on staffing functions.

1.2.10 PERSAL is the computerised personnel and salary system used in the public sector.

(10 × 2) (20)
[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Explain SIX external factors that influence policy-making. (6 × 2) (12)

2.2 Explain the FOUR levels of policies. (4 × 3) (12)

2.3 List and explain SEVEN role players involved when policies are created. (7 × 2) (14)

2.4 Define the term *interest/pressure group*. (2)
[40]

QUESTION 3

3.1	Briefly explain THREE types of budgets classified according to period.	(3 × 2)	(6)
3.2	Name and explain FOUR characteristics of the state budget.	(4 × 2)	(8)
3.3	Name and explain EIGHT institutions involved in state finances.	(8 × 2)	(16)
3.4	Explain FIVE principles of financial control.	(5 × 2)	(10)
			[40]

QUESTION 4

4.1	Explain the contemporary classification organisational theory.	(5 × 2)	(10)
4.2	List FIVE factors that concern internal organisational arrangements.	(5 × 2)	(10)
4.3	Name FOUR types of functions in any institution and explain its relevance.	(4 × 2)	(8)
4.4	Discuss SIX factors that play a role in determining span of control.	(6 × 2)	(12)
			[40]

QUESTION 5

5.1	Explain the procedure for dealing with grievances.	(5 × 2)	(10)
5.2	List EIGHT types of records that human resources divisions of all public institutions must keep and maintain.	(8 × 2)	(16)
5.3	Explain THREE factors that influence the determination of service benefits.	(3 × 2)	(6)
5.4	Briefly explain FOUR salary requirements of the public sector.	(4 × 2)	(8)
			[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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