higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

12 APRIL 2018

This marking guideline consists of 6 pages.

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QUESTION 1

1.1 J
1.2 H
1.3 I
1.4 C
1.5 L
1.6 D
1.7 A
1.8 K
1.9 F
1.10 G

(10 × 1) **[10]**

QUESTION 2

2.1

SHARE CAPITAL	**DEBENTURE CAPITAL**
• A share is not payable except where it is made a redeemable preference share or the company is winding up.✓	A debenture is payable upon a due date agreed upon beforehand.✓
• A dividend is only paid on a share when profits have been made.✓	Interest is payable on debentures irrespective of whether profits have been made or not.✓
• A shareholder has voting rights which can be used to influence the control of the company.✓	A debenture has absolutely no say in the running of a company.✓
• No security can be offered to shareholders for their capital inverted.✓	A debenture may or may not be secured.✓

(4 × 2 (8)

2.2

BILL OF EXCHANGE	**PROMISSORY NOTE✓**
• Three parties are involved.✓	Only two parties are involved.✓
• It is on order that the drawer directly pays the debtor.✓	It is a promise that the debtor will pay the creditor.✓
• A written demand✓	A written promise✓
• It must be accepted.✓	It does not have to be accepted as it is made by the debtor.✓
• It is payable at sight or after a certain period.✓	It is made payable at a specific date.✓
• It is extensively used in business.✓	It is used to settle private debts.✓

(5 × 2) (10)

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2.3
- One to maximum of ten persons.
- It is a corporate body separate from its members.
- A close corporation has no shareholder.
- The members have limited liability which falls away in certain circumstances.
- Suitable for a small enterprise where all members are actively involved in the management.
- The close corporation continues to exist for an unlimited period until it is deregistered or liquidated. (Any 5 × 1) (5)

[23]

QUESTION 3

3.1
- Market✓
  – The demand for the product is high.✓

- Transport✓
  – Transport should be available for the transferring of goods.✓

- Labour✓
  – Skilled and unskilled labour should be available in the area or in the workplace.✓

- Raw materials✓
  – Can be perishable by means of raw material sources.✓

- Power and fuel✓
  – Electricity is a good factor in the establishment of a factory.✓

- Water and water disposal✓
  – There must be water in the factory.✓ (Any 5 × 2) (10)

3.2
- To collect and distribute information
- To record and store information
- To prepare relevant information
- To communicate effectively
- To file or store information safely
- To control and to classify information
- To perform routine administrative functions (Any 4 × 1) (4)

3.3
- Accessibility
- Suitability
- Elasticity
- Safety (4 × 1) (4)

3.4 3.4.1

- The manufacturer's orders are delivered regularly at the same time, at the correct address and in the correct quantities.
- Reduction in costs as the manufacturer does not have to shop around to obtain stock.
- The manufacturer is assured of regular suppliers at a reasonable and steady price.
- Provisions of stock happen on a frequent basis. The manufacturer only has to ensure that the correct orders are placed. (4 × 1) (4)

3.4.2

- When production is well planned and organised, it promotes job satisfaction.
- When employees know the quality and standards expected from them, this virtually eliminates unnecessary arguments.
- Employees tend to be more productive.
- The work is pleasant, safe and done in hygienic conditions.

(4 × 1) (4)
[26]

QUESTION 4

4.1

- The aim is not commercial profit but the mutual assistance of all the members.
- The capital required is provided by the members themselves.
- The goods or materials are sold at ruling market prices to members and sometimes also to non-members.
- Interest may be paid on the capital invested by members.
- A given percentage of the profits may be used for educational and social purposes.
- Each member has one vote only.
- A closed co-operative transacts business with its members only.
- The profits are divided among the members who receive an annual bonus or divided in proportion to their transactions. (8 × 1) (8)

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4.2
- The profits normally made by middlemen are passed on to members.
- The co-operative concern gives advice to its members.
- Co-operative production leads to economies in the manufacture of goods which can be standardised.
- The members of a co-operative concern collaborate instead of competing in the marketing of their produce.
- Large-scale purchasing can be done economically for the general benefit of members.
- The main object of co-operation is mutual services and self-help, not the furtherance of personal interest. (6 × 1) (6)

4.3 4.3.1 <u>The design of tools and equipment</u>
- Tools should be used to control work pieces.
- Where possible, two or more tools should be combined.
- Handles of tools and equipment should be as big and comfortable as possible.
- Machine handles should be placed in such a manner that they cause less bodily exhaustion.
- Machine handles should be placed to cause less movement and to create handle advantage. (5 × 1) (5)

4.3.2 <u>The workplace</u>
- Definite and fixed place for tools
- Tools should be prearranged
- Gravitation holders to be used
- Ample lighting
- Height of working surface and seating must be correct
- Colour of working area must be in contrast with the work pieces, equipment and tools (6 × 1) (6)

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4.3.3 The human body

- Both hands must move simultaneously.
- Arm movements must be carried out symmetrically.
- Movements must be carried out with as little strain as possible.
- Where possible the momentum of the body should be utilised.
- Uninterrupted movements must be followed.
- Rhythmic movements reduce fatigue.
- The work must be performed in one focus area of the eye.

(Any 6 × 1) (6)
[31]

QUESTION 5

- Income from new goods may decline due to the goods not known very well by the people.
- The higher demand caused by a scarcity of the product may have a favourable effect on the turnover of stock.
- Obsolescence decreases income from the product.
- Depreciation lessens the turnover rate of stock.
- Shrinkage has a decreasing effect on the advertisement of the product and the turnover rate of stock increases. (5 × 2) **[10]**

TOTAL: 100

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