higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T840**(E)**(A12)T

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

12 April 2019 (X-Paper)
09:00–12:00

This question paper consists of 4 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INDUSTRIAL ORGANISATION AND PLANNING N3
TIME: 3 HOURS
MARKS: 100

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 question on a NEW page.
5. Rule off across the page on completion of each question.
6. Write neatly and legibly.

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QUESTION 1

Define the following terms:

1.1 Sole trader

1.2 Partnership

1.3 Private company

1.4 Close corporation

1.5 Crossed cheque

1.6 An activity

1.7 Event

1.8 Critical path

1.9 A network

1.10 Trade enterprise

(10 × 2) **[20]**

QUESTION 2

2.1 Management is required by law to keep certain record. The information that is kept should be made available whenever required.

Name SEVEN records that should be kept. (7 × 1) (7)

2.2 Explain the requirements for the conclusion of a contract (5 × 3) (15)

2.3 Describe what the article of association must contain. (5 × 1) (5)

2.4 Name the THREE main types of work-related training. (3 × 1) (3)

[30]

QUESTION 3

3.1	What the SEVEN primary objectives in applying stock control techniques?	(7 × 1)	(7)
3.2	State the main goals of work analysis	(3 × 1)	(3)
3.3	There are THREE main production systems or ways of organizing operations. Name and Explain when the main production systems will be used.	(3 × 3)	(9)
3.4	Define *planning* in the workplace.	(3 × 1)	(3)
3.5	Describe the chronological steps in work analysis. Give this in the question format.	(4 × 2)	(8) **[30]**

QUESTION 4

4.1	Describe the advantages of alphabetic indexing.	(4 × 1)	(4)
4.2	Discuss the important role that internal relations play in the personnel function of an enterprise	(6 × 1)	(6)
4.3	Define the purpose of time studies.	(4 × 1)	(4)
4.4	List the qualities of good money material.	(6 × 1)	(6) **[20]**
		TOTAL:	**100**

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