higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

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09:00–12:00

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301Q1A2017

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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. Write neatly and legibly.

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QUESTION 1

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1–1.10) in the ANSWER BOOK.

1.1 A cheque is defined in the Bills of Exchange Act as 'a bill of exchange drawn on a banker, payable on demand'.

1.2 The advantage of a one-man business is that it can be easily terminated.

1.3 The name of an extraordinary partner may be made public.

1.4 Dividends may be declared and paid out even if no profit has been made.

1.5 The initial cost of establishing a company is high.

1.6 Wilful misrepresentation is not considered fraud.

1.7 One of the functions of the SABS is to promote standardisation in the industry.

1.8 Requisition forms are used to order goods from suppliers.

1.9 Job cards are instructions to the worker showing exactly what must be done.

1.10 An advantage of road transport is that it is relatively expensive.

(10 × 1) **[10]**

QUESTION 2

2.1 Name FIVE aspects described in the articles of association of a company. (5)

2.2 Describe SIX services offered by commercial banks. (6)

2.3 State FIVE advantages of a current bank account. (5)

2.4 Tabulate SEVEN essential differences between a *public company* and a *close corporation*. (7 + 7) (14)

[30]

QUESTION 3

3.1 Name SIX sources of information a credit manager can use to determine the financial status of a prospective buyer. (6)

3.2 Discuss the purpose of a stock control. (4 × 2) (8)

3.3 State SIX factors that motivate workers. (6)

[20]

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QUESTION 4

4.1 State FIVE advantages of a good workshop layout. (5)

4.2 Name SIX possible problems resulting from a poor factory layout. (6)

4.3 Discuss SIX disadvantages of using road transport instead of air transport to deliver manufactured goods. (6)

4.4 Explain the added benefits of good human resources management for both workers and management in a factory. (5)
[22]

QUESTION 5

5.1 Describe the necessary formalities to be observed in a sale of a business.
(4 × 2) (8)

5.2 State SEVEN logistic factors that contribute to the safety of workers in a factory. (7)

5.3 Name THREE requirements of a good filing system. (3)
[18]

TOTAL: 100

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