higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE

# INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

**22 April 2021 (X-paper)**
**09:00–12:00**

**This question paper consists of 4 pages.**

299Q1A2122

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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

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**INSTRUCTIONS AND INFORMATION**

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers correctly according to the numbering system used in this question paper.
4. Use only a black or blue pen.
5. Write neatly and legibly.

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## QUESTION 1

1.1 State SIX characteristics of a cheque. (6)

1.2 Name FOUR different ways in which information can be received and distributed. (4)

1.3 Name the THREE different types of records that a logistics information system must have. (3)

1.4 Name SEVEN standard forms used for inventory control. (7)

**[20]**

## QUESTION 2

2.1 Explain the purpose of time studies as performed in a manufacturing organisation (4)

2.2 State FOUR functions of an effective office. (4)

2.3 The function of an offer is a declaration of intention.

Define the requirements of a *valid offer*. (6)

2.4 State the THREE requirements that ensure permissibility of a contract. (3)

2.5 Name THREE of the standard forms used for the inventory control of stock. (3)

**[20]**

## QUESTION 3

3.1 Briefly discuss the stages that are included in the procurement cycle. (5)

3.2 State the contents of the Memorandum of Association. (7)

3.3 Explain value analysis in the workplace (2 × 4) (8)

**[20]**

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## QUESTION 4

4.1 State FIVE factors that the proprietor should bear in mind when establishing a manufacturing enterprise. (5)

4.2 State NINE advantages of the correct factory layout for a company. (9)

4.3 Briefly explain a raw material budget. (4)

4.4 Define *office practice.* (2)
**[20]**

## QUESTION 5

5.1 Define the following:

5.1.1 Budget

5.1.2 Budget control

(2 × 3) (6)

5.2 Discuss the advantages of production planning. (3 × 4) (12)

5.3 State when the job shop production system is used. (2)
**[20]**

**TOTAL: 100**

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