higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

7 AUGUST 2018

This marking guideline consists of 5 pages.

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QUESTION 1

1.1 1.1.1 Is the part of office organisation that comprises of the allocation of clerical activities to the office personnel ✓and the procedures and methods✓of performing these clerical activities efficiently✓ (3 × 1) (3)

1.1.2 Banks can arrange the transfer of funds. ✓
At the request of their clients between one point and another. ✓
On payment of a commission the finds are then transferred to the point indicated for credit of the account of a designated person. ✓ (3 × 1) (3)

1..1.3 It may be defined as a self-dependant subject (unit) ✓which aims at gaining a profit from the capital invested by more or less individuals✓constantly offering services or goods and by taking the capital risk involved in anticipation of the demand. (3 × 1) (3)

1.1.4 Clients of a bank give the bank instructions on a prescribed form, to pay certain amount periodically to designated person✓
This service is used for the payment of recurring periodical payments✓ such as insurance premiums and hire purchase instalments for example✓ (3 × 1) (3)

1.1.5 It takes place away form the workplace but usually during working hours✓It includes formal courses, ✓and attending conferences and seminars that provide opportunities for learning and exposure to other people and organisations in the some field. ✓ (3 × 1) (3)

1.1.6 It is a large room which is shared by several departments✓ or sections of the deparment.✓instead of each department or sections working in separate rooms. ✓ (3 × 1) (3)

1.1.7 A company is an association of persons established for the purpose of profit✓ possessing a common capital contribution by the members and divided into shares✓ of which each member possesses one or more✓ (3 × 1) (3)

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QUESTION 2

2.1 2.1.1 An entrepreneur who carries a business✓ at his/her own risk and may earn profit✓ or bear losses from the business✓ (3)

2.1.2 At least two, but not more than 20, people✓ contractually bound✓ to contribute jointly to an undertaking to make profits in an agreed-upon proportion.✓ (3)

2.2
- Contractual relationship established between or among members orally or in written form
- Every member has an obligation in the form of labour capital
- Profit motive
- No legal personality
- Every member pays in a certain amount of money or contribute goods or special skills into the enterprise. (Any 4 × 1) (4)

2.3
- Nature of the firm
- Names, addresses and status of partners
- Objective of partnership
- Amount of capital contribution
- Distribution of profits and losses
- Drawings
- Interest on capital and drawings
- Extent and Duration of partnership
- Keeping of records and auditing
- The procedure for the admission of a new partner
- Dissolution process (Any 8 × 1) (8)

2.4
- General partners
- Anonymous partners (Silent Partner)
- Communitarian partners
- Special or Limited partners
- Senior and Junior partners (Any 4 ×1) (4)

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QUESTION 3

3.1
- The date the item was purchased
- The name of the seller
- A description of the item
- The check number of payments
- The cost amount of purchase including tax (5)

3.2
- Assures a good quality product
- Serves as a base for incentive bonuses
- Reduces production costs
- Eliminates weak products
- Leads to improved product design
- Promotes product sales (Any 5 × 1) (5)

3.3
- Raw material costs
- Production costs
- Labour costs
- Overhead costs (4)

3.4
- both parties must be in agreement
- The parties must be eligible
- Legal formalities must be complied with
- Performance must be possible by the conclusion of the contract
- The contract or performance must be legitimate
- The performance must be determined or determinable (6)

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QUESTION 4

4.1 **Positive malperformance**✓
This occurs where there has been performance but the content or quality of the performance is not in accordance with the contract terms. ✓

Impossibility of performance✓
The type of breach may occur before or after the date on which performance is set to take place. There is normally culpability on the part of the creditor or debtor✓

Repudiation✓
This takes place where a party to the contract communicates his/her intention to the other party that they no longer wish to be bound by the contract. This can take place verbally or by way of conduct. ✓

Delay by the debtor (Mora Debitoris) ✓
This occurs where the debtor does not perform timeously in terms of the contract. Performance must still be possible and the delay must be due to the fault of the debtor✓

Delay by the creditor (Mora Creditoris. ✓
This is where the creditor fails to accept performance by the debtor.
As with 'Mora Debitoris, the performance must still be possible and the delay must be as a consequence of the creditors fault. ✓ (Any 4 × 2) (8)

4.2 4.2.1

- Any person that has capital, knowledge and management skills may start a business of his own.
- The Owner is solely responsible for the risk and gets all the profit.
- A close relationship can develop between the owner and his customers the sole owner makes all the decisions and handles all activities of the business.
- The sole owner is liable for the debts of the business
- The owner has unlimited liability
- The business has no legal personality
- If the owner of the business dies, the business ceases to exists therefore business lacks continuity
- Doctors, dentists and people offering personal services often conduct business on their own (Any 5 × 1) (5)

4.2.2
- Personal knowledge of the customer helps the owner to give better service to the customers
- The owner receives the profit and strives to gives service of high quality
- Personal supervision avoids waste
- The entreprenship of the owner is develop and expanded
- There are little formalities involved at the formation of the business
- Reduce misunderstanding in the enterprise
- the owner is solely in control and responsible
- Can be easily disbanded
- Little government control (Any 5 × 1)

Alternate/added response for 4.2.2 (Text Book)

4.2.2
- It can be established with little formalities
- Only a licence must be obtained before business can start
- It may just as easily be terminated
- Credit worthiness is often high
- Owner make all the decisions himself
- Owner has sole right to all the profit
- He can act without interference from outside his enterprise

(Any 5 × 1) (5)

4.3 Scientific management occurs when the highest possible productivity is obtained by delegating a specific task to each worker✓ to be performed in a special manner by a definite time.✓ (2)
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QUESTION 5

5.1
- Show genuine interest in other people and display this interest openly.
- Remember the utility of arguing.
- Do not make promises that cannot be kept.
- Avoid direct criticism where possible.
- Always give a subordinate opportunity to speak.
- Always use common courtesy, for instance good night and good morning, remember there is something like reputation.
- Do not attempt to bluff your way out of a situation you are at fault – admit an error. (Any 6 × 1) (6)

5.2 Productivity is defined as the ration of output to input✓ or the ration of production to resources✓ (1 × 2) (2)

5.3
- It must be a written contract
- Purchase must sign the contract
- The cash price as well as the instalments as well as instalment dates must be stipulated
- Deposit according to legislation
- The seller may possess the item if the purchaser does not pay the installments
- The seller stays responsible for latent defects
- The purchaser may make advance payments and recieve a discount
- The purchaser may not sell the article before it is paid
- The minister of economic affairs can exclude certain goods from the act and he determines the maximum term for payments
- The seller may not lend cash to the buyer. (Any 9 × 1) (9)

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TOTAL: 100

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