higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

T840**(E)**(A7)T

NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

7 August 2018 (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. ALL work you do NOT want to be marked must be clearly crossed out.
7. Write neatly and legibly.

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QUESTION 1

1.1 Define the following terms by giving a short explanation of each:

1.1.1 Office Practice

1.1.2 Transfer of funds

1.1.3 Enterprise

1.1.4 Stop orders

1.1.5 Off-the-job training

1.1.6 Open-plan office

1.1.7 Companies

(7 × 3) **[21]**

QUESTION 2

2.1 Write a short explanation to distinguish the difference between:

2.2.1 Sole proprietorship

2.2.2 Partnership

(2 × 3) (6)

2.2 List FOUR characteristics of a partnership. (4)

2.3 Partnership deeds or articles of partnership show the terms and conditions of the agreement.

Name EIGHT components found in such agreements. (8)

2.4 List FOUR types of Extra Ordinary partnerships. (4)

[22]

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QUESTION 3

3.1 Office and related equipment must be tracked and managed to keep an accurate and up-to-date list and record of permanent equipment used in your business and that is of appreciable value

List FIVE items that these equipment records should show (5)

3.2 List FIVE advantages of a good quality control system. (5)

3.3 Name FOUR components of total production cost. (4)

3.4 Discuss SIX requirements of a valid contract. (6)
[20]

QUESTION 4

4.1 Lawyers often have to deal with contracts which have been breached

Name and Describe FOUR forms of breach of a contract. (4 × 2) (8)

4.2 Sole ownership is a very important type of enterprise.

4.2.1 Discuss FIVE characteristics of sole ownership. (5)

4.2.2 State FIVE advantages of sole ownership. (5)

4.3 Define *scientific management*. (2)
[20]

QUESTION 5

5.1 Name SIX ways of improving human relation in productivity control. (6)

5.2 Define the term *productivity*. (1 × 2) (2)

5.3 Identify NINE requirements used when drawing up a hire purchase contract. (9)
[17]

TOTAL: 100

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