higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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NATIONAL CERTIFICATE

INDUSTRIAL ORGANISATION AND PLANNING N3

(4090113)

13 August 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. All work that you do not want to be marked must be clearly crossed out.
7. Write neatly and legibly.

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QUESTION 1

Choose ONE word/term for each of the following descriptions from the list below. Write only the word/term next to the question number (1.1–1.10) in the ANSWER BOOK.

credit card; exchange rate; deposit; profit; interest; cheque; office; index; contract; enterprise, debit order

1.1 The price or value of a currency shown in terms of another currency, e.g. US $1 = R7,85

1.2 A special plastic card that allows you to buy goods and services and pay for them later

1.3 Money paid by the bank to a customer for storing his/her money with the bank

1.4 Money paid to the bank into an account for later use

1.5 It may be defined as a self-dependent undertaking 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

1.6 Amount of money left in a business after all expenses have been paid out of the money earned from sales

1.7 A room, place or building where the many clerical activities of a business are carried out so as to provide control, direction and management for the enterprise

1.8 A dictionary-type listing that shows all possible words and work combinations by which material may be requested

1.9 An agreement reached between two or more parties, with the intention of creating a legal obligation with resulting rights and duties

1.10 A bill of exchange to a bank to make a payment on demand

(10 × 1) **[10]**

QUESTION 2

2.1 State the documents that need to be sent to the registrar when a private company has to be registered. (5)

2.2 Give the information that needs to be contained in a memorandum of association when establishing a company. (7)

2.3 State the standard forms used for inventory control. (8)

[20]

QUESTION 3

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

3.2 Give 10 questions that you would ask to help you choose the best site for your business venture. (10)

3.3 Discuss the FIVE physical requirements of an effective and fully functional office. (5)

3.4 State SIX advantages of a good quality control system. (6)

3.5 State the THREE major goals of work analysis. (3)
[30]

QUESTION 4

4.1 Name and explain the requirements for the conclusion of a contract. (5 × 3) (15)

4.2 Name THREE ways in which a contract can be terminated. (3)

4.3 Name TWO acts of national legislation that a business and its employees should be aware of. (2)
[20]

QUESTION 5

5.1 The work area should be planned and designed to meet individual needs in a safe manner.

Explain this statement. (4 × 3) (12)

5.2 The quality of an index depends on a compromise between user requirements and production capabilities.

State the production capabilities. (4)

5.3 Name FOUR calculations related to the cost of production. (4)
[20]

TOTAL: 100

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