higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

INDUSTRIAL ORIENTATION N3

24 JULY 2018

This marking guideline consists of 6 pages.

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QUESTION 1

1.1
- ADE
- Alusaf
- Foskor
- Sasol (4)

1.2
- Financing for the export of capital goods
- Import financing
- Venture of capital schemes
- Standard lease of factory buildings
- Multishift schemes (Any 4 × 1) (4)

1.3
- Lead
- Copper
- Zinc
- Tin
- Aluminium (Any 2 × 1) (2)

[10]

QUESTION 2

2.1
2.1.1 public company
2.1.2 more
2.1.3 placing
2.1.4 JSE
2.1.5 limited
2.1.6 private company
2.1.7 stocks
2.1.8 shareholders
2.1.9 50
2.1.10 shares
2.1.11 limited
2.1.12 Pty Ltd

(12 × 1) (12)

2.2 2.2.1
- Gives commands and insists on them being carried out
- Determines policies without consulting its members
- Sees himself as superior to the group
- Praises or criticises each member on own initiative
- Gives no information about future plans (Any 3 × 1)

2.2.2
- Gives commands only after he has discussed them with all the members in the team
- Never asks someone to do something without sketching the long-term plan to that person
- Makes it clear that praise and blame have to be a group decision and that it is accepted by the group
- Takes part in group activities (Any 3 × 1)

2.2.3
- Does not take part in any activities of the group
- Does not care what really happens in the group
- Lets the group decide on its own

(3 × 3) (9)

2.3 2.3.1
- Stage where reasons must be found for any deviations from the plan
- Determination of the extent of deviation from the plan

2.3.2
- Observation to ensure whether the plan was a success or a failure
- Stage to decide whether to continue with the plan or to stop completely

(2 × 2) (4)

2.4
- It cuts down time spent looking for goods, articles and tools.
- Space is saved when everything is stacked away tidily.
- Injuries are avoided when gangways and working areas are kept clear of materials not used.
- Fire hazards are reduced if combustible materials are kept in properly marked containers.
- There is enough ventilation in a work area that has got everything packed as it is supposed to be packed.
- Improved productivity and workmanship.
- An increase in workers' morale.
- A reduced change of harmful material entering your body, such as dust and vapours.
- More accurate counting of stock.
- Neat workplace that is comfortable and pleasant (Any 5 x 1) (5)

[30]

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QUESTION 3

3.1
- In South Africa there is a serious shortage of skilled employees.
- A high rate of unemployment prevails amongst unskilled employees.
- There is an enormous challenge to increase the productivity of the lower level workers.
- There is also a shortage of highly skilled managers.
- It is therefore essential that all training and development possibilities be fully exploited to alleviate this problem in the economy. (5)

3.2
- Serves as guide for repetitive problems
- Eliminates disputes
- Saves time with decisions on the same type of problems
- Leads to uniform action in similar situations
- Aids in delegation and accepting responsibilities
- Encourages team work
- Assists in training (Any 6 × 1) (6)

3.3
- Must be clear and comprehensible
- Must be familiar and accessible to everybody
- Should be measurable to determine its effectiveness
- Deviations must be identifiable
- Analysis of execution must indicate degree of deviation
- Evaluation of measurements must indicate success or failure
- Should incorporate rectifying deviations
- Must be effective on every level
- Must be practical and adaptable
- Must be executable
- Must be flexible (Any 9 × 1) (9)

[20]

QUESTION 4

4.1
- Develop an effective and reliable plan
- Observe carefully at all times
- Ask relevant questions regularly
- Listen attentively at all times
- Make notes of all details
- Take note of superior's requirements
- Read widely and on relevant prospects
- Study further
- Set goals and time limits
- Measure your progress (Any 8 × 1) (8)

4.2
- Red tape
- Secretiveness
- Inability to change
- Jealousy between departments
- Contradictory objectives
- Competition between departments (6)

4.3 4.3.1 Total number of specific item that is offered for sale at a specific time✓ at a given price✓ within a specific period of time✓

4.3.2 Total number of specific item that is purchased at a specific time✓ at a given price✓ within a specific period of time✓

(2 × 3) (6)
[20]

QUESTION 5

5.1
5.1.1 True
5.1.2 True
5.1.3 False
5.1.4 False
5.1.5 False
5.1.6 True
5.1.7 False
5.1.8 True
5.1.9 True
5.1.10 False
5.1.11 True
5.1.12 False

(12 × 1) (12)

5.2
- Necessary information about company
- Clear-cut job assignments
- Definite objectives and clear-cut standards by which performance will be judged
- Explanation why job is done
- Thorough training on time management as prescribed in company policy
- Thorough induction and orientation as early as possible
- Explanation of changes that will affect him/her
- Training on how to handle pressure at work.
- Explanation of consequences of abusing company resources
- Prospects about future of company so they can be part of team working towards those goals
- Company structure made clear (Any 8 × 1) (8)

[20]

TOTAL: 100

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