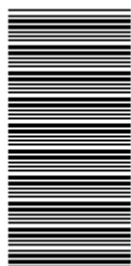


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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

PUBLIC ADMINISTRATION N5

2 JUNE 2016

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QUESTION 1

- | | | | | |
|-----|--------|--|----------|-------------|
| 1.1 | 1.1.1 | Policy - A declaration of intent to do something | | |
| | 1.1.2 | Organising - Consists of grouping of similar functions and allocating these group of functions to different organisations in such a way that everything done by workers will be aimed at achieving objectives. | | |
| | 1.1.3 | Control - To ensure activities are carried out effectively and efficiently. | | |
| | 1.1.4 | Unity command – Each worker should only have one direct supervisor | | |
| | 1.1.5 | Span of control – Refers to the number of subordinates who can be managed effectively by one person. | | |
| | 1.1.6 | Delegates – Refers to the transfer or allocation of power to subordinates. | | |
| | 1.1.7 | Budget - Estimated income and expenditure over a certain period | | |
| | 1.1.8 | Recruitment – Refers to a process of finding a right candidate for the job. | | |
| | 1.1.9 | Induction – Installing a person into an organisation, making him/her a part of the organisation. | | |
| | 1.1.10 | Subpoena – A letter commanding a person to appear in court. | (10 x 2) | (20) |
| 1.2 | 1.2.1 | True | | |
| | 1.2.2 | True | | |
| | 1.2.3 | True | | |
| | 1.2.4 | True | | |
| | 1.2.5 | False | (5 x 2) | (10) |
| 1.3 | • | Policy making | | |
| | • | Organising | | |
| | • | Staffing | | |
| | • | Control | | |
| | • | Work procedure | | |
| | • | Financing | (5 x 2) | (10) |
| | | | | [40] |

SECTION B**QUESTION 2**

- 2.1 2.1.1
- Population becomes aware of specific need they want the public institution to supply.
 - The higher the development of the public the higher the needs.
 - People demand tax to be lowered but at the same time demand better services. (3 x 2) (6)
- 2.1.2
- Officials are ideally plant to influence policies of the institutions entrusted to them.
 - The political office bearers use the information and advice given to them by officials with regard to changing and adapting policies. (2 x 2) (4)
- 2.2 VERTICAL
- | | | |
|----------------|---------------------|------------------|
| President | | |
| ----- ----- | | ----- ----- |
| Chief of Staff | Chief of Production | Chief of Finance |
| ----- ----- | | ----- ----- |
| Head: Planning | Head: Production | Head: Marketing |
- HORIZONTAL
- | | | | |
|-----------------|---------------------------|--|------------------|
| | Chief of Staff | | Head: Planning |
| President ----- | Chief of Production ----- | | Head: Production |
| | Chief of Finance | | Head: Marketing |
- (10)
- 2.3
- Serves as the banker of the government
 - Issue bank notes
 - Acts as banker of commercial banks
 - Acts as financial adviser of the government
 - Acts as protector and moderator of interest rates
 - Bank of the state which controls the money supply and gold reserves. (10)
- 2.4
- Affirmative action is policy adopted by the current government in order to address imbalances in the workplace
 - Government is using the policy for recruitment purposes
 - Affirmative action has given rise in a number of women occupying higher positions.
 - Certain sections of community is opposed to it
 - Recruitment is done based on employment equity (10)
- [40]**

QUESTION 3

- 3.1
- Authorisation: A policy is determined by an authorised government institution.
 - Enforceable: A policy declaration as contained in an official letter may be regarded as being enforceable.
 - Flexible and adaptable: A policy must allow space for changes when circumstances vary.
 - Feasible: Policy-makers must take the realities of the environment and state into consideration when they formulate a policy.
 - Clear: Policy must be formulated clearly so that it can be understood and interpreted correctly.
 - Public: When policy concerns the public, it must be publicised as clearly as possible.
- (Any 5 x 2) (10)
- 3.2
- The competence of the supervisor
 - The degree of interaction and quality
 - The extend of which a supervisor can give his full attentions
 - The nature of work
 - The extent to which work can be standardised
 - The degree complexity
- (Any 5 x 2) (10)
- 3.3
- Establishment records
 - Records of posts (filled and vacant)
 - Leave records
 - Records of candidates seeking employment
 - Retirement records
 - Correspondence files
 - Personal files of officials
- (Any 5 x 2) (10)
- 3.4
- Ensuring all expenses under his/her control are properly authorised
 - Evaluate the achievements of autonomous management in service delivery
 - Submitting statement to Auditor General
 - Certifying the correctness of accounting records
 - Reply to all enquiries from the Auditor General
 - Report any financial irregularity
- (Any 5 x 2) (10)
[40]

QUESTION 4**4.1 PREPARATORY PHASE**

- Each department will discuss and prepare the department's budget by their departmental managers
- Before any activity can be planned, funds must be made available
- Steps should be taken to procure funds

APPROVAL PHASE

- After the minister of finance has tabled the budget in parliament it must undergo specific process to gain approval as budget act.
- Legislature has authority to approve the budget.
- The approval of the budget does not guarantee that the spending of public distributions will be done effectively.

EXECUTION PHASE

- The approved budget is executed by departments
- Specific requirements are laid down to ensure that funds are well spent.
- Control has to be exercised around payments and accounts.
- In each department there must be an accounting officer to answer for financial irregularities.

CONTROL PHASE

- Auditor General must investigate every public account so that irregularities are traced

(10)

- 4.2 4.2.1 Appointee will be given a trial period to prove himself/herself.
During this period an appointee is often required to undergo in
service training
The trial period is usually a year

(4)

- 4.2.2
- An official should be given the opportunity to indicate where he/she would like to work
 - These are different environments in the public sector
 - One may enjoy to work in the city while the other enjoy to work in rural areas.

(6)

- 4.3
- Conditions of establishment
 - Financial means
 - Personnel abilities
 - Physical facilities
 - Political assignment
 - Legality according to administrative law

(10)

- 4.4
- The policy of the government must be established
 - Geography and demography will play a role
 - The willingness of workers to work in particular area
 - The availability of services and suitable accommodation
 - It must be decided how much control will be necessary over activities of decentralised office.

(5 x 2)

(10)

[40]

QUESTION 5

- 5.1
- Accounting officer
 - Parliament
 - Joint committee on public accounts
 - Department of state expenditure
 - Auditor General
 - South African Reserve Bank
- (Any 5 x 2) (10)
- 5.2
- Legislative institutions
 - Executive councils
 - Commissions of enquiry
 - Cabinet committee
 - Internal auxiliary services and staff units
 - Select and joint committees of parliament
- (Any 5 x 2) (10)
- 5.3
- PURELY PROFIT ORIENTATED ORGANISATION**
- Institution which are concerned with production and trade.
 - Their aim is to maximise profit.
 - Examples are institutions such as Edgars, Shoprite, et cetera.
- GOVERNMENT ENTERPRISE**
- Brought into being for a particular purpose by government.
 - Has wide powers.
 - They are often decentralised in order to reach all corners of the state.
 - Examples here are state department.
- GOVERNMENT COMMERCIAL ENTERPRISES**
- These are enterprises which provide essential services to the public such as government printers, the government wine estates.
- CORPORATE ORGANISATIONS**
- These are organisations which are brought into being by act of parliament
 - Such as IDC.
- CONTROL BOARDS**
- These are agricultural control boards which have been created to prevent exploitation and to protect agricultural products.
- (5 x 2) (10)

- 5.4 5.4.1 • The best posts in the public services would be reserved for those who occupy high social positions
 • It is found in states where consciousness of social class is high. (4)
- 5.4.2 • A party that wins the elections regard certain posts as theirs by right
 • Such posts will be distributed to their loyal supporters (3)
- 5.4.3 • Personnel are appointed on merit
 • The person best qualified and best suited for the position will be appointed. (3)
- [40]**
- TOTAL: 200**