

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before answering the questions.

1. This paper consists of THREE sections and covers FIVE main topics.

SECTION A: COMPULSORY

SECTION B: Consists of THREE questions.

Answer any TWO of the three questions in this section.

SECTION C: Consists of TWO questions.

Answer any ONE of two questions in this section.

2. Read the instructions for each question carefully and note what is required.
Note that ONLY the first TWO questions in SECTION B and the FIRST questions in SECTION C will be marked.
3. Number the answers carefully according to the numbering system used in this paper.
No marks will be awarded for wrongly numbered answers.
4. Except where other instructions are given, answers must be written in complete sentences.
5. Use the mark allocation and nature of each question to determine the length and depth of an answer.
6. Use the table below as a guide for marking and time allocation when answering each question.

SECTION A	QUESTION	MARKS	TIME
A: SHORT QUESTIONS COMPULSORY	1	30	25 min
B: THREE direct/indirect type questions CHOICE: Answer any TWO	2	40	(2 x 30 min)
	3	40	
	4	40	
C: TWO essay type questions CHOICE: Answer any ONE	5	40	35 min
	6	40	
TOTAL		150	120 MIN

7. Start the answer to EACH question on a NEW page, e.g. QUESTION 1 - new page.
QUESTION 2 - new page.
8. You may use a non-programmable calculator.
9. Write neatly and legibly.

SECTION A (COMPULSORY)

QUESTION 1

- 1.1.1 Various options are provided as possible answers for the following questions. Choose the answer and write only the letter (A-D) next to the question numbers (1.1.1 to 1.1.5) in the ANSWER BOOK, e.g. 1.1.1 D.
 - A. To impose taxes on employers
 - B. To provide theoretical and practical training leading to recognized qualifications
 - C. To facilitate strikes in the workplace
 - D. To investigate workplace injuries
- 1.1.2 Who is responsible for conducting the job analysis within a company?
 - A. the interviewer
 - B. the cashier
 - C. the human resource manager
 - D. selected candidates
- 1.1.3 What does Total Quality Management (TQM) aim to achieve?
 - A. Quality circles formation
 - B. Adequate financing and capacity
 - C. Continuous skills development
 - D. Consistently providing quality products/services to customers
- 1.1.4 The ... oversees the application and adherence of the National Credit Act (NCA)
 - A. The National Credit Regulator (NCR)
 - B. SETAs
 - C. The government
 - D. Employers' associations
- 1.1.5 What does a selection procedure entail in the recruitment process?
 - A. Choosing candidates based on preliminary interviews
 - B. Analysing job specifications and descriptions
 - C. Finalizing job analysis reports
 - D. The process before making appointments

(5 x 2) (10)

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