



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

## **NATIONAL CERTIFICATE PUBLIC ADMINISTRATION N5**

(21010035)

**27 May 2021 (X-paper)  
09:00–12:00**

**This question paper consists of 5 pages.**

091Q1J2127

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
PUBLIC ADMINISTRATION N5  
TIME: 3 HOURS  
MARKS: 200

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**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 section on a new page.
  5. Use only a black or blue pen.
  6. Write neatly and legibly.
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**SECTION A**

**QUESTION 1**

1.1 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–M) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK.


COLUMN A		COLUMN B	
1.1.1	It concerns the public and must be made public 	A	programme budget
1.1.2	It is an organised group of people with common interest and objectives	B	accounting officials
1.1.3	The process by which information is exchanged between individuals	C	merit system
1.1.4	Jobs are grouped according to different units, sections, divisions and departments	D	induction
1.1.5	The objectives are set out and funds are requested	E	individual
1.1.6	The budget is the authorizing document for expenditure	F	autonomy 
1.1.7	Are appointed in terms of the Exchequer Act 66 of 1975	G	public policy
1.1.8	The personnel selected is the most suitable candidates for the position 	H	horizontal division of work
1.1.9	Process that identifies the applicants who are best suited for appointment	I	communication
1.1.10	Formal introduction of the official into the new work environment	J	interest or pressure group
		K	instrument of control
		L	selection process
		M	training

(10 x 2) (20)


- 1.2 Explain each of the following terms:
- 1.2.1 Policy
- 1.2.2 Span of control
- 1.2.3 Budget 
- 1.2.4 Probation
- 1.2.5 Job description
- (5 × 2) (10)
- 1.3 Name any FIVE Chapter Nine (9) state institutions supporting constitutional democracy as stipulated in the Constitution of the Republic of South Africa.
- (5 × 2) (10)
- [40]**
- TOTAL SECTION A: 40**

## SECTION B


### QUESTION 2

- 2.1 Identify and briefly describe the internal factors that influence policy making.
- (6 × 2) (12)
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- 2.2 Name and briefly explain any SIX characteristics of public policy.
- (6 × 2) (12)
- 2.3 Briefly describe the political executive bearers found in the government system of South Africa.
- (8 × 2) (16)
- [40]**



### QUESTION 3

- 3.1 Describe the aids that may be used in organising.
- (3 × 2) (6)
- 3.2 Name and explain the THREE organisational systems.
- (3 × 3) (9)
- 3.3 Several important points are to be taken into consideration when it comes to formal methods of communication.
- Indicate THREE such points.
- (3 × 2) (6)
- 3.4 State FOUR identifiable actions associated with delegation. 
- (4 × 2) (8)
- 3.5 According to the classical classification theory, institutions are grouped in four main categories.
- Name and describe the FOUR categories.
- (4 × 2) (8)
- 3.6 State the levels of legislative and governmental institutions in South Africa.
- (3)
- [40]**

**QUESTION 4**

- |     |   |         |             |
|-----|---|---------|-------------|
| 4.1 | Describe the classification of budgets according to type.   | (3 × 2) | (6)         |
| 4.2 | Describe any SEVEN sources of income of the state.  | (7 × 2) | (14)        |
| 4.3 | Briefly discuss various phases of state finances.  | (4 × 2) | (8)         |
| 4.4 | Name and describe SIX institutions concerned with state finances.   | (6 × 2) | (12)        |
|     |   |         | <b>[40]</b> |

**QUESTION 5**

- |     |   |   |             |
|-----|---|---|-------------|
| 5.1 | Briefly explain points to be kept in mind when an employee enters a new work situation. |  (5 × 2) | (10)        |
| 5.2 | Describe the approach to be used during termination of service.                         | (5 × 2)   | (10)        |
| 5.3 | Identify the FOUR functions for recruitment of personnel in any organisation.           |  (4 × 2)   | (8)         |
| 5.4 | Indicate the functions of personnel administration in any organisation.                 | (6 × 2)   | (12)        |
|     |   |   | <b>[40]</b> |

**TOTAL SECTION B: 160**  
**GRAND TOTAL: 200**