



# higher education & training

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

## **MARKING GUIDELINE**

### **NATIONAL CERTIFICATE PUBLIC ADMINISTRATION N5**

**18 NOVEMBER 2018**

**This marking guideline consists of 9 pages.**

**SECTION A****QUESTION 1**

1.1	1.1.1	True		
	1.1.2	False		
	1.1.3	False		
	1.1.4	False		
	1.1.5	False		
	1.1.6	False		
	1.1.7	True		
	1.1.8	True		
	1.1.9	True		
	1.1.10	True		
			(10 × 1)	(10)
1.2	1.2.1	D		
	1.2.2	E		
	1.2.3	A		
	1.2.4	B		
	1.2.5	I		
	1.2.6	J		
	1.2.7	K		
	1.2.8	L		
	1.2.9	H		
	1.2.10	F		
			(10 × 2)	(20)
1.3	1.3.1	Local level		
	1.3.2	Unity of command		
	1.3.3	Cabinet		
	1.3.4	Legislature or Parliament		
	1.3.5	Planning		
			(5 × 2)	(10)
				<b>[40]</b>
			<b>TOTAL SECTION A:</b>	<b>40</b>

**SECTION B****QUESTION 2**

- 2.1 2.1.1
- Play a dominant role in politics, and in shaping the minds and opinions of people.
  - The public can be manipulated easily by the facts published by these interest and pressure groups.
  - The views expressed by the media should be noted and submitted for further discussion.
  - The media can also educate the public about political and policy issues.
- 2.1.2
- The highest policy makers on each level of government, and have the final say in legislation
  - Elected by the voters or nominated by ministers
  - Ministers must submit bills to the legislature for consideration.
  - The legislative institutions appoint committees to investigate specific issues.
- 2.1.3
- Appointed by the President on the advice of the cabinet.
  - Persons who do not work in government can be selected as members.
  - Members should be unbiased and fair with regard to the matter they have to investigate.
  - It is important to choose commission members carefully and they should have the correct type of knowledge and expertise on the matter.
  - A commission can only make recommendations after they have conducted a thorough investigation. (Any 4 × 1)  
(3 × 4) (12)
- 2.2 2.2.1
- Refers to tasks and authority assigned to a subordinate by means of legislation
  - Normally from a manager (higher level) to a subordinate (lower level) (2 × 2)
- 2.2.2
- The manager still has the final say after he has delegated tasks.
  - Officials may sign documents on his behalf, but he remains responsible and accountable for the outcome of the delegated task. (2 × 2)
- 2.2.3
- Dividing institutions into separate management units
  - They operate independently; their functions, powers, responsibilities and discretion are also independent. (2 × 2)  
(3 × 4) (12)

- 2.3
- He is the head of the Ministry of Finance and National Treasury.
  - He prepares the annual budget to be presented to the legislature for approval.
  - Submits and presents the budget to the legislature for approval.
  - He is responsible for drafting and implementing fiscal policies. (4 × 2) (8)
- 2.4
- FAIRNESS ✓  
Salaries in the public sector must be fair and reasonable. ✓
  - CLARITY ✓  
The salary scale must be well defined and understood by all parties involved. ✓
  - COMPREHENSIVENESS ✓  
There must be provision for all positions and occupations from paying out unused leave, overtime and sick leave. ✓
  - EFFICIENCY ✓  
The salary scale must attract competent personnel and retain them. ✓
  - ELASTICITY ✓  
The salaries must be also adjustable and flexible according to conditions in government. ✓ (Any 4 × 2) (8)
- [40]**

### QUESTION 3

- 3.1
- ENFORCEABLE ✓  
The policy declared must be contained in official letters and anyone who does not conform to the stipulations in the policy can be charged with misconduct. ✓
  - AUTHORITATIVE ✓  
An authorised government institution must determine the policy and must inform all parties concerned in writing. ✓
  - FLEXIBLE AND ADAPTABLE ✓  
The policy must allow for changes when necessary and when circumstances vary. ✓
  - PUBLIC ✓  
The media must publish the policy as clearly as possible for public consumption. ✓
  - FEASIBLE ✓  
The environment of communities and state must be considered when formulating a policy. ✓ (5 × 2) (10)



**QUESTION 4**

## 4.1 CIRCUMSTANCES✓

- If more people become unemployed, government will have to spend more money on creating jobs.✓✓
- The high crime rate and violence will force government to spend money on employing and training more police officials.✓✓
- People from other countries will not be eager to invest in South Africa if government does not consider the crime rate a priority.✓✓

## NEEDS AND EXPECTATIONS OF THE POPULATION✓

- Once people realise their needs, they pressurise government by demanding service delivery, even though they refuse to pay for some services.✓

## POLICIES OF POLITICAL PARTIES✓

- There will always be different political parties who compete against one another to gain power and to rule the country.✓
- The party that wins an election will introduce and enforce new policy changes.✓ These new changes will mean either a restriction or an extension of services, depending on the objectives of the political party in power.✓

## ACTIVITIES AND REPRESENTATIONS OF INTEREST GROUPS✓

- Numerous groups in South Africa have a great influence on policy making because of the role they play in representing the interest of the people.✓
- They may be involved in changing policies, such as COSATU.
- They engage in mass actions.✓

## PERSONAL VIEWS OF POLITICAL EXECUTIVE OFFICE BEARERS✓

- They implement policies; take views and proposals and strategies requirements.
- Evaluate policies in accordance to the budgetary proposals✓

## RESEARCH, INVESTIGATIONS AND VIEWS OF EXPERIENCED PUBLIC OFFICIALS✓

- A commission or committee will be appointed to research the matter and provide solutions and recommendations, and public officials can offer advice on matters of policy.✓

(6 × 2)

(12)

## 4.2 SIMILAR FUNCTIONS OR OBJECTIVES ✓

- This is where services are grouped together according to the similarity of their functions, for example, in a department there are several activities that ensure efficiency, such as the Department of Health, where one will find doctors, nurses, laboratory technicians, porters, administrators, et cetera. ✓

## GEOGRAPHICAL AREA ✓

- Identifying where there is a greater need to provide different services and products, for example, municipalities providing water and electricity ✓

## PRODUCTS SUPPLIED AND SERVICES RENDERED ✓

- Services are grouped according to the products and services supplied to citizens, and where citizens have to pay for the services rendered. ✓

## PARTICULAR CLIENTS OR POPULATION GROUPS. ✓

- Specific services and products will be provided to particular groups or individuals only, for example, to HIV patients, people with disabilities, et cetera. ✓

(4 × 2) (8)

## 4.3

- He should be formally introduces to his new colleagues.
- He should be formally orientated into his new environment.
- Supervisors should prepare an orientation programme for new employees.
- The new employee must be made aware of all the rules and regulations that may affect him or her in any way.
- Provide any furniture or equipment the new employee may need to do his or her work.
- He must be made to feel that he or she is needed.

(6 × 2) (12)

## 4.4 Mr Nelson Mandela

(2)

## 4.5

- CENTRAL GOVERNMENT ✓  
The governing authority at national level ✓
- PROVINCIAL GOVERNMENT ✓  
The governing authority at provincial level ✓
- LOCAL GOVERNMENT ✓  
The governing authority at local level, comprising of different municipal councils ✓

(3 × 2) (6)

**[40]**

**QUESTION 5****5.1 CONDITIONS OF THE ESTABLISHMENT✓**

- Each public institution has its own objective; the needs of the Department of Water Affairs differ from the Department of Education's needs. ✓
- No department has the right to act or interfere in another department's affairs.✓

**POLITICAL ASSIGNMENT✓**

- A Minister heads each state department, and he or she must ensure that the aims of political parties are achieved.✓

**LEGALITY ACCORDING TO THE STATE AND ADMINISTRATIVE LAW✓**

- The policy of the public institution will be tested against the government's legal principles and according to administrative law.✓

**FINANCIAL MEANS✓**

- Institutions need the necessary funds to operate effectively.✓
- Aims must be affordable and realistic.✓

**ABILITIES OF STAFF✓**

- Only staff who have the correct qualifications to do the job should be appointed.✓
- If a policy requires more qualified people to do the job, the department must request additional funds.✓

**PHYSICAL FACILITIES✓**

- Public institutions must have facilities such as offices, furniture, vehicles, et cetera.✓
- If a department needs more facilities, it should request additional funds.✓

(Any 5 × 2) (10)

**5.2**

- Serves as the government's banker
- Issues notes and coins
- Acts as banker for commercial banks
- Collects all revenue that are due and provides a customs service
- Provides financial advice to the government and other authorities and institutions
- Acts as protector and moderator of interest rates, gold reserves and foreign currency.

(Any 5 × 2) (10)

**5.3**

- The official first informs his or her direct supervisor to discuss the nature of the grievance.
- The supervisor may refer him or her to an even more senior official.
- The aggrieved official can follow the same process repeatedly.
- He or she will eventually state his or her case to the most senior official in his or her department.
- If the official is still not happy with the decision, he or she may appeal to a central personnel institution or to the political office bearer in charge.

(5 × 2) (10)

## 5.4 Thembekile Kimi Makwetu

- Conducts auditing of all public accounts
- Has the authority to subpoena any person under oath on matters related to financial irregularities
- Reports any financial irregularities to Parliament.

(5 × 2) (10)  
**[40]**

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