higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

HUMAN RESOURCE MANAGEMENT: FARMING N6

(4090516)

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This question paper consists of 8 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
HUMAN RESOURCE MANAGEMENT: FARMING N6
TIME: 3 HOURS
MARKS: 200

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 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (1.1.1–1.1.14) in the ANSWER BOOK.

1.1.1 The maximum number of hours that a farm worker may work during a normal week is 40 hours.

1.1.2 The maximum number of hours worked by farm workers per week includes lunch hours.

1.1.3 The maximum number of overtime hours that may be worked by farm workers per week is 9 hours.

1.1.4 The minimum age that a worker may legally be employed by a farmer is 15 years old.

1.1.5 A worker who works 5 days a week is entitled to 30 days sick leave per three-year cycle.

1.1.6 Workers may insist on their leave to be paid out instead of taking leave.

1.1.7 The Occupational Health and Safety Act prescribes that the farmer must give the workers pension benefits.

1.1.8 A farm worker is entitled to 21 working days' paid leave per year.

1.1.9 The Unemployment Insurance Act stipulates that the worker must be supplied with safety equipment.

1.1.10 The overtime rate for working on a Saturday is double the normal rate.

1.1.11 In a case where a worker assaults a fellow worker or supervisor in the workplace, he may be summarily dismissed.

1.1.12 Procedural fairness states that the farmer must have good grounds for allowing the hearing to take place and that the dismissal must be based on good reason.

1.1.13 Staff attrition is a natural decrease in staff.

1.1.14 At the start of a strike the farm manager should get third parties involved as soon as possible to save time.

(14 × 1) (14)

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1.2 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.

1.2.1 The act that regulates collective bargaining in the workplace is the …

A Labour Relations Act.
B Basic Conditions of Employment Act.
C Wage Act.
D Occupational Health and Safety Act.

1.2.2 The act that ensures that the worker's place of work is safe is the …

A Basic Conditions of Employment Act.
B Act for Injuries and Diseases in the Workplace.
C Occupational Health and Safety Act.
D Wage Act.

1.2.3 This act makes provision for income when a worker is retrenched from the workplace.

A The Labour Relations Act.
B The Unemployment Insurance Act.
C The Basic Conditions of Employment Act.
D The Act for Injuries and Diseases in the Workplace.

1.2.4 Unfair labour practice is defined in the …

A Employment Act.
B Basic Conditions of Employment Act.
C Labour Relations Act.
D Unemployment Insurance Act.

1.2.5 Strikes and lockouts are covered by the …

A Basic Conditions of Employment Act.
B Employment Act.
C Labour Relations Act.
D Unemployment Insurance Act.

1.2.6 The number of working hours is covered by the …

A Labour Relations Act.
B Wage Act.
C Basic Conditions of Employment Act.
D Employment Equity Act.

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1.2.7 The right of workers to join unions is covered by the …

A Basic Conditions of Employment Act.
B Employment Equity Act.
C Wage Act.
D None of the above

1.2.8 This act provides the framework that regulates the relationship between employer and employee.

A The Basic Conditions of Employment Act.
B The Labour Relations Act.
C The Employment Act.
D None of the above

1.2.9 Benefits such as sick leave are covered by the …

A Labour Relations Act.
B Compensation for Occupational Injuries and Diseases Act.
C Basic Conditions of Employment Act.
D Act for Injuries and Diseases in the Workplace.

1.2.10 The age from which a worker may be employed is covered by the …

A Labour Relations Act.
B Compensation for Occupational Injuries and Diseases Act.
C Wage Act.
D Basic Conditions of Employment Act.

(10 × 1) (10)

TOTAL SECTION A: 24

SECTION B

QUESTION 2: HUMAN RESOURCE MANAGEMENT ON FARMS AND MOTIVATION

2.1 Give any TWO reasons why manual labour in agriculture is on a declining trend. (2)

2.2 Human resource management on farms has some unique characteristics that are not present in human resources management in other industries.

State any FIVE of these unique characteristics. (5)

2.3 Explain the difference between *task analysis* and *work specification*. (2 × 2) (4)

2.4 An induction programme is a very important exercise that should be conducted by the supervisor to new employees.

2.4.1 Name the items that should be included in an induction programme. (5)

2.4.2 Explain how the items mentioned in QUESTION 2.4.1 above can help to introduce the organisation to the worker. (5)

2.5 Briefly explain the THREE labour management theories that can be used to motivate workers on farms. (6)

2.6 Discuss why it is not considered to be good training of a farm worker to watch others doing a task. (3 × 2) (6)

2.7 Recommend the steps that need to be followed in the recruitment of farm workers. (7)

2.8 Briefly describe the Maslow's hierarchy of needs. (10)
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QUESTION 3

3.1 State the FIVE requirements that a valid employment contract must adhere to. (5)

3.2 Give FOUR ways in which a farmer may termination a farm worker's employment contract. (4)

3.3 Remuneration is one of the important aspects that motivate workers to go to work on a daily basis.

3.3.1 Define the term *time rates* as it relates to remuneration of farm workers. (2)

3.3.2 Indicate the advantages of using time rates by a farmer. (4)

3.3.3 Distinguish between *primary remuneration* and *secondary remuneration.* (4)

3.3.4 Which one of the two types of remuneration mentioned in QUESTION 3.3.3 above do you consider as the most important? (1)

3.3.5 Substantiate your answer in QUESTION 3.3.4 above. (2)

3.4 Discuss the factors that should be taken into consideration when determining remuneration of farm workers. (5 × 2) (10)

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3.5 Piece rates on a farming enterprise ensure that workers are paid according to their contribution on a farming enterprise.

State the basic requirements that need to be complied with if piece rates are to be implemented. (5)

3.6 A farmer is considering setting up a bonus system on the farm that you have recently started working on.

Advise the farmer on the aspects that should be considered when setting up a bonus system. (3)

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QUESTION 4

4.1 Briefly explain the following terms in relation to human resources in farming:

4.1.1 Collective bargaining

4.1.2 Status quo order

4.1.3 Breach of contract

(3 × 2) (6)

4.2 What does the abbreviation CCMA stand for? (4)

4.3 Industrial councils play an important part in regulating relations in the agriculture labour system.

4.3.1 Define *industrial council* as it relates to the farming industry. (2)

4.3.2 Explain the role of the industrial councils in the farming industry.

(3 × 2) (6)

4.4 While the farmer may have certain rights regarding labour, the farmer also has certain duties that need to be complied with.

State any FIVE of these duties. (5)

4.5 In terms of the Occupational Health and Safety Act, workers have certain general duties that they need to observe in the workplace in order to uphold their safety and health.

Discuss the general duties of farm workers. (10)

4.6 Compensation can be claimed from the Compensation Fund in three cases.

4.6.1 Name the THREE cases. (3)

4.6.2 Explain the benefits associated with the three cases mentioned in QUESTION 4.6.1. (4)

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QUESTION 5

5.1 A regulated labour relations tripartite system makes it possible for all parties involved to work together peacefully.

5.1.1 Name the three main parties involved in the labour relations of the agriculture industry. (3)

5.1.2 Describe the interaction of the parties mentioned in QUESTION 5.1.1 above. (3)

5.2 Explain the difference between the terms, *lockout* and *work stoppage*. (4)

5.3 Give any FOUR reasons why it is important to keep records of disciplinary cases. (4)

5.4 As part of procedural fairness, the term *timely discipline* is widely used.

Explain this term in your own words. (2)

5.5 Farm workers will always have grievances as long as they are still employed.

5.5.1 Name FOUR common causes of a grievance. (4)

5.5.2 Name the THREE important role players in a grievance procedure. (3)

5.5.3 Describe the roles of the stakeholders to a grievance procedure mentioned in QUESTION 5.5.2 above. (3)

5.5.4 Suggest ways in which a grievance procedure can offer great advantages to a farmer in the running of a farming enterprise. (6)

5.6 Trade unions and trade union federations are now prominent institutions in the agriculture sector.

5.6.1 Outline the main functions of a trade union. (5)

5.6.2 Give any THREE examples of trade unions that exist in the agriculture industry. (3)

5.6.3 Recommend precautions and other steps that farmers need to take in their interaction with trade unions. (3 × 2) (6)

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TOTAL SECTION B: 176
TOTAL: 200

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