higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

3 JUNE 2019

This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1
1.1.1 Programmable decision
1.1.2 Mathematical technique
1.1.3 Financing
1.1.4 Work study
1.1.5 Municipal council
1.1.6 Graphic techniques
1.1.7 Staffing
1.1.8 Accountability
1.1.9 Planning
1.1.10 Control

(10 × 2) (20)

1.2
1.2.1 G
1.2.2 D
1.2.3 E
1.2.4 A
1.2.5 B

(5 × 2) (10)

1.3
- Written reports✓ are most common in the public sector. It provides evidence of work done✓ and encourages workers to work carefully and precisely.
- Personal inspection✓ takes place in the actual work environment.✓ Its disadvantage is that it takes place after an incorrect action has occurred. Inspectors must not only look for faults but apply remedial measures where there are shortcomings.
- Auditing✓ takes place after a transaction has occurred.✓ It is concerned with legal correctness of transactions and prevents any wrongful transactions.
- Statistical reports✓ are used in addition to financial auditing.✓
- Keeping of daily files✓ is done to see whether templates, letters and correspondence comply with the requirements of the department.✓ (5 × 2) (10)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 2.1.1 Official medium✓ for informing the population about activities of public institutions✓ (2)

2.1.2 Government Printing Works (2)

2.1.3 Pretoria (2)

2.1.4
- The provincial executive has a constitutional duty to implement all national legislation.
- The national government has the power to intervene when a province cannot or does not fulfil its obligations in terms of legislation.
- National government may intervene by taking any appropriate steps.
- These steps include issuing a directive stating steps required to meet its obligation or assuming responsibility for the relevant obligation.
- The notice of intervention must be tabled in the NCOP within 14 days of its first sitting after the intervention began.
- The notice must be accompanied by a memorandum explaining the reasons for the intervention.
- The chairperson of the council should refer the matter to the select committee responsible for constitutional affairs.
- The committee should investigate whether the intervention was necessary and report to the council within 10 days.
- The report of the committee should have recommendations and be placed on the order paper for consideration. (Any 5 × 2) (10)

2.2
- Furniture and equipment should be acquired with the least effort and cost.
- Institutions are responsible for providing suitable furniture and equipment.
- It should be protected against damage.
- Institutions must establish work procedures.
- Every official should know how to care for and use furniture and equipment.
- Appropriate education and training is needed in purchasing furniture and equipment. (Any 5 × 2) (10)

2.3
- Facilitating or funding training programmes
- Providing technical assistance and mentorship
- Arranging exchange programmes
- Providing assistance with municipal integrated development plans
- Facilitating shared learning between municipalities (5 × 2) (10)

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2.4
- Setting standards
- Measuring performance against set standards
- Evaluating deviations from the standard of performance
- Taking steps to rectify the matter

(Award marks for answers not in sequence) (4)
[40]

QUESTION 3

3.1 3.1.1 A tender is a formal offer to supply goods or do a job at a particular price. (2)

3.1.2
- Provincial government plays a key role in monitoring the affairs of local government.
- The Constitution obliges the provincial government to promote the development and capacity of local government.
- Bills that affect the status, institutions, powers or functions of local government must be published in the Government Gazette to invite interested parties to make representations.
- Bylaws are made by municipalities for effective administration of matters they control.
- Bylaws are regarded invalid if they contradict national or provincial laws.
- National and provincial government may delegate tasks to a municipality if the municipality has capacity to perform them.
- Delegation from provincial to local government should be the result of a provincial executive council decision.
- The premier may advise the municipality to follow a certain course of action or to restrain if the policy would not improve the welfare of the community. (8 × 2) (16)

3.2
- Avoid having too many different work procedures.
- Ensure officials are focused on attaining the objectives of the organisation.
- Ensure work assignments given to individuals are clear and easy to understand.
- Ensure effective and efficient work performance.
- Explain policy objectives to employees.
- Ensure uniformity and integrated action where more than one institution is involved.
- Make employees aware of new work procedures in an orderly manner.
- Ensure that codes and training manuals are set out properly.
- Ensure that work procedures are examined and revised in an orderly manner.
- Ensure specific instructions are provided on how to delegate authority.
- Ensure that the public is informed on how to make the best use of services provided to them. (Any 7 × 2) (14)

3.3
- Whether revenues due have been collected
- Whether expenditure has been incurred in accordance with parliamentary wishes
- Whether accounting for financial transactions is accurate, complete and complies with laws
- Whether relevant laws, rules and instructions have been complied with
- Whether gross inefficiency have been avoided and measures to prevent them are in place (Any 4 × 2) (8)

[40]

QUESTION 4

4.1

PRIVATE SECTOR	PUBLIC SECTOR
• Decisions aimed at maximisation of profit • Budgets indicate ever-growing profits • Complies with the stipulation of law • Uses capital of shareholders • Decisions dictated by the market	• Improves the public welfare of communities • Budgets show balanced spending • Applies law stipulations • Uses taxpayers' money • Decisions dictated by the chief political authority

(5 + 5) (10)

4.2
- Includes mass media such as newspapers, radio, TV
- Reports public views and connects citizens and the state
- Widespread public policies and public views
- Holds political and executive institutions accountable by providing debate forums
- Media reports should be accurate and based on facts and knowledge

(Any 3 × 2) (6)

4.3
- Plan
- Organise
- Communicate
- Inspire
- Coordinate
- Control (Any 5 × 2) (10)

4.4
- Conformism✓ – manager follows rules,✓ expects staff to be formal,✓ does not allow deviations,✓ ensures tasks are carried out in terms of the law✓
- Determinism✓ – manager has total authority on decision making,✓ does not trust workers and simply gives orders,✓ believes what he/she is doing is correct,✓ is autocratic✓
- Dialecticism✓ – manager likes meetings,✓ consults the team and the public before making decisions,✓ gives subordinates autonomy in completing tasks✓ (14)

[40]

QUESTION 5

5.1 5.1.1

- Give legal advice to state departments
- Assist state departments and provincial administration in drafting of bills
- Assist with the passage of bills through parliament
- Give advice to state departments on interpretation and implementation of law
- Defend officials of state departments and provincial administration in criminal courts when charges arise from nonperformance of their duties (Any 4 × 2) (8)

5.1.2

- Courts have the authority and right to examine the legality and validity of acts of executive institutions
- An aggrieved citizen may file a civil case if his/her rights have been violated
- Hearings are open to the public
- Courts can only point out the guilty party – they cannot correct behaviour (4 × 2) (8)

5.2

- Needs of people✓– the economy and needs of people change constantly therefore public authorities must change policies, work procedures and methods to keep up with the changes in society✓
- Technological progress✓– computers and cellphones are some of the examples; new procedures must be devised to learn how to operate new soft and hardware computer systems✓
- Scientific progress✓– public institutions employ graduates with higher educational background;✓ new fields of work require a greater number of professional and technical employees
- Development of the administrative and management sciences✓– supervisors carrying out administrative and management functions must be trained and developed;✓ public institutions now hire work-study officers
- Preventing discrepancies, deviations and outdated methods✓ – adjustments must be made in similar fields to avoid duplication and overlapping of activities✓ (5 × 2) (10)

5.3
- Education usually takes the largest cut of the budget.
- The state is responsible for providing education to all sections of the population.
- Schools, universities and colleges are funded by the department of education.
- Tasks undertaken include provision of schools, libraries and university buildings.
- Qualified staff members are appointed.
- Provincial legislature and government run educational affairs subject to a national policy framework.
- The national department of education formulates policy, sets norms and standards and monitors and evaluates all levels of education.
- The department also funds students with NSFAS. (Any 6 × 2) (12)

5.4 Supervisors often negotiate with representatives of other institutions✓ and must be trained and developed to perform negotiating activities.✓ (2)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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