higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

PUBLIC ADMINISTRATION N6

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This marking guideline consists of 7 pages.

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SECTION A

QUESTION 1

1.1
1.1.1 False
1.1.2 True
1.1.3 False
1.1.4 True
1.1.5 True
1.1.6 True
1.1.7 True
1.1.8 False

(8 × 1) (8)

1.2
1.2.1 D
1.2.2 G
1.2.3 F
1.2.4 H
1.2.5 A
1.2.6 K
1.2.7 E
1.2.8 B

(8 × 1) (8)

1.3 Checking whether planned actions have been implemented or corrective actions have been taken to conform to decisions (2)

1.4 Structure or list of questions to be answered for a final decision about which action to take. (2)

1.5
- Observe or examine the situation.
- Gather all the facts and understand the causes.
- Tabulate information and discuss possible solutions. (3)

1.6
- Keeping law and order
- Protection functions
- Education function
- Health functions (Any 3 × 1) (3)

1.7
- Right to health access stipulated in constitution
- All citizens to be provided with essential healthcare
- Buildings for hospitals and clinics to be erected and equippped with medicines and other necessities
- Health service practitioners regulated by HPCSA
- Department to educate the nation on health issues (Any 4 × 2) (8)

1.8
- Planning the activity to be carried out✓ and deciding which tasks must be performed to attain organisational goals✓
- Manager must carry out planned activity✓ to accomplish planned goal✓
- Control by checking results of activity against goals✓ and taking corrective action if necessary to ensure plans remaining on track✓ (3 × 2) (6)

[40]

TOTAL SECTION A: 40

SECTION B

QUESTION 2

2.1 Formed for specific task or object and then dissolved after completion of task (2)

2.2
- Collection of revenues due
- Incurring of expenditure in accordance with parliament requirements
- Accurate and complete accounting of financial transactions in compliance with laws
- Compliance with relevant laws, rules and instructions
- Avoiding gross inefficiency and measures preventing it in place (5 × 2) (10)

2.3
- When a province cannot or does not fulfil an executive obligation in terms of the Constitution or legislation, the national executive may intervene by taking any appropriate steps to ensure fulfilment of that obligation, including issuing a directive to the provincial executive, describing the extent of the failure to fulfil its obligations and stating any steps required to meet its obligations✓✓ and assuming responsibility for the relevant obligation in that province.✓✓

- If the national executive intervenes in a province in terms of Subsection (1)(b) it must submit a written notice of the intervention to the National Council of Provinces within 14 days after the intervention began.✓✓

- The intervention must end if the Council disapproves the intervention within 180 days after the intervention began or by the end of that period has not approved the intervention.✓✓

- The Council must, while the intervention continues, review the intervention regularly and make any appropriate recommendations to the national executive.✓✓ (5 × 2) (10)

2.4
- 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)

2.5
- They report public views and are a connection between citizens and the state.
- Public policies and public views are widespread in the media.
- They hold political and executive institutions accountable by providing forums for debate.
- Media reports should be accurate and be based on facts and knowledge.

(4 × 2) (8)
[40]

QUESTION 3

3.1 3.1.1
- Conformism✓ – manager follows rules.✓ Expect staff to be formal.✓ No deviations allowed✓ 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 is doing is correct.✓ Manager is autocratic.

- Dialecticism✓ – manger likes meetings.✓ Consults his team and the public before making decisions.✓ Gives subordinates autonomy in completing tasks.✓ (3 × 4) (12)

3.1.2
- Determining and defining aims and policies
- Calculating financial needs
- Determining staff structure and staff needs
- Creating an organisational structure and delegating functions, authority and responsibilities
- Analysing and continuously revising procedures
- Designing overall control plan and performance levels for individuals (Any 4 × 2) (8)

3.1.3
- Supervisors may be expected to serve as chairpersons of meetings.
- The chairperson's role is to facilitate the meeting and maintain order.
- The chairperson must prepare well for meetings.
- The chairperson and the secretary draft an agenda for the meeting.
- The chairperson has to serve as a member of a committee, board or commission.
- The chairperson must be familiar with parliamentary procedures and rules governing the conduct of a meeting. (3 × 2) (6)

3.2 3.2.1 Section 89 provides guidelines for the removal of the president and deputy president who perform unsatisfactorily

3.2.2 Section 92 provides for ministers to be accountable to the president and parliament

3.2.3 Section 133 provides guidelines for removal of the office of the Premier

(3 × 2) (6)

3.3
- Public institutions are established on the initiative of the government in order to meet the needs, demands and requirement of the community.
- Funds made available by parliament are public funds which are kept in trust until they are spent for specific purpose.
- Remember that to err is human; man is exposed to many temptations.
- Control must be exercised over action to ensure its legitimacy and legality.
- The state seeks order, welfare and peace as a means of attaining the aim of the state. (4 × 2) (8)

[40]

QUESTION 4

4.1 4.1.1 Set of guidelines mapped in a way that permits understanding of a complete process (1)

4.1.2
- Procedures followed when deciding on a new course of action
- Procedures followed for day-to-day transactions (2 × 2) (4)

4.1.3
- Ensure officials are focused on attaining objectives of organisation
- Ensure clear work assignments given to individuals are 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 public is informed on how to make the best of services provided to them (Any 10 × 2) (20)

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4.1.4
- Every employee or official in administrative office
- Supervisors and line managers
- Managing or executive directors
- Personnel officers and accountants
- Clients (5)

4.2 4.2.1
- Community should know what goods and services are available.
- Community can assist in the performance of functions.
- Community should be informed about the activities so that they can fulfil their watchdog functions.
- Community must be informed about projects so that they can submit tenders. (4 × 2) (8)

4.2.2 Government gazette (2)
[40]

QUESTION 5

5.1 5.1.1
- 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 local government must be published in the Government Gazette so that interested parties can make representations.
- Bylaws are made by municipalities for effective administration of matters which they control.
- Bylaws are regarded as invalid if they contradict national or provincial laws.
- National and provincial government may delegate tasks to a municipality if the municipality has the 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. (Any 5 × 2) (10)

5.1.2
- Maintaining essential standards
- Meeting established minimum standards for rendering of services
- Preventing the municipal council from taking unreasonable action
- Maintaining economic unity (4 × 2) (8)

5.2 Investigate the matter and identifying the people involved in maladministration and prejudicial conduct (2)

5.3
- Planning
- Organising
- Communicating
- Inspiring
- Co-ordinating
- Controlling (6 × 2) (12)

5.4
- Mental and physical laziness
- Fear of making mistakes
- Preferring to support established organisational and procedural arrangements
- Public sector cannot be threatened with dismissal
- Could be jeopardising promotion possibilities
- Purchase of new equipment and machinery expensive and complicated
- Suggestions not always practical
- Poor organisational and procedural arrangements
- Refusal to amend policies (Any relevant 4 × 2) (8)

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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