



# higher education & training

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

T840(E)(A12)T

## **NATIONAL CERTIFICATE**

### **INDUSTRIAL ORGANISATION AND PLANNING N3**

(4090113)

**12 April 2018 (X-Paper)**  
**09:00–12:00**

**This question paper consists of 4 pages.**

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**REPUBLIC OF SOUTH AFRICA**  
NATIONAL CERTIFICATE  
INDUSTRIAL ORGANISATION AND PLANNING N3  
TIME: 3 HOURS  
MARKS: 100

---

**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 question on a NEW page.
  5. Rule off across the page on completion of each question.
  6. ALL work you do not want to be marked must be clearly crossed out.
  7. Write neatly and legibly.
-

**QUESTION 1**

Choose a word or term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–K) next to the question number (1.1–1.10) in the ANSWER BOOK.

<b>COLUMN A</b>		<b>COLUMN B</b>
1.1	A business concern that offers goods and services for sale with the intention of making a profit	A credit cards
		B postal stamp
1.2	The payable to the payee on his order cheque	C deposit
		D profit
1.3	The payable of the payee on his bearer cheque and it is given to people who are responsible for it	E withdrawal slips
		F planning
1.4	Money paid into a bank account for convenience and safekeeping of variables	G control
1.5	Money paid to you by the bank for storing your money with them	H order cheque
		I bearer cheque
1.6	The sum of money that has been left over after all your business expenses have been paid	J business activity
		K postal order
1.7	Banks issue special plastic cards to approved customers that allow the holders to buy goods on credit	L interest
1.8	Documents issued by the Post Office in various denominations, from R5,00 upwards	
1.9	The stipulation of future decisions and elimination of risks.	
1.10	It is a process that directs an activity towards a predetermined goal	

(10 × 1)

**[10]**

**QUESTION 2**

- 2.1 Make a comparison between *share capital* and *debenture capital* by giving FOUR differences. (4 × 2) (8)
- 2.2 Tabulate FIVE differences between a *bill of exchange* and a *promissory note*. (5 × 2) (10)
- 2.3 A close corporation has features which are very different from those of other types of companies.
- State FIVE features of a close corporation. (5 × 1) (5)
- [23]**

**QUESTION 3**

- 3.1 Name, and briefly discuss, FIVE factors that influence the successful establishment of a *manufacturing enterprise*. (5 × 2) (10)
- 3.2 State FOUR functions of a highly effective office in a successful enterprise. (4)
- 3.3 Name FOUR advantages of a good filing system. (4)
- 3.4 Production planning is crucial for the success of any kind of company.
- Describe FOUR advantages of production planning for each of the following role players:
- 3.4.1 The manufacturer (4 × 1) (4)
- 3.4.2 The employee (4 × 1) (4)
- [26]**

**QUESTION 4**

- 4.1 Describe EIGHT principles on which co-operation is based. (8 × 1) (8)
- 4.2 State SIX general advantages of co-operation services. (6 × 1) (6)
- 4.3 Discuss the *principles of motion economy* under the following headings:
- 4.3.1 The design of tools and equipment (5 × 1) (5)
- 4.3.2 The workplace (6 × 1) (6)
- 4.3.3 The human body (6 × 1) (6)
- [31]**

**QUESTION 5**

- 5.1 Explain FIVE requirements of the turnover rate of stock, using workshop terminology. (5 × 2) (10)

**TOTAL: 100**