

SECONDARY SCHOOL IMPROVEMENT PROGRAMME (SSIP) 2019



GAUTENG PROVINCE

EDUCATION

REPUBLIC OF SOUTH AFRICA

GRADE 12

SUBJECT: BUSINESS STUDIES

TERM: ONE

SESSION 1 & 2

LEGISLATION & HUMAN RESOURCES FUNCTION

SECTION A

ASSESSMENT

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SESSION NO: 1**TOPIC: IMPACT OF RECENT LEGISLATION ON BUSINESS**

Learner Note: The government has introduced various Acts that governs the way businesses should be operated. Businesses have no choice but to comply with recent legislation. The following EIGHT Acts have an impact on business operations; such as the Skills Development Act, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Equity Act, Broad Based Black Economic Empowerment Act, National Credit Act and Consumer Protection Act.

SECTION A: TYPICAL EXAM QUESTIONS**QUESTION 1: 27 marks****35 minutes****TOPIC 1: LEGISLATION**

1.1. Read the statement below and answer the questions that follow.

YAW MANUFACTURES

The employees of Yaw Manufactures are not producing quality products due to lack of expertise. Yaw has requested for the services of SETAs to appoint an accredited service provider to train his employees.

- 1.1.1 Identify the Act that is applicable to the scenario above. Quote from the scenario to support your answer. (3)
- 1.1.2 Outline the role of SETAs in supporting the effective implementation of the Act identified in QUESTION 1.1.1 (8)
- 1.1.3 Discuss the impact of the Act identified in QUESTION 1.1.1 on Yaw Manufactures as a business. (8)
- 1.2 Advise businesses on how they can comply with the Employment Equity Act. (8)

Hint: Ensure that you understand the meaning of verbs and the requirements of the questions before answering the above questions. Do not confuse the Acts.

QUESTION 2: 48 Marks**40 Minutes**

- 2.1 Identify the Act that Joan Building Constructions has complied with in each statement below.
 - 2.1.1 Safety measures are in place to ensure that the workplace is free from accidents.
 - 2.1.2 Customers are given the right to appeal if they were not granted a loan.
 - 2.1.3 People with disability have been invited to apply for a vacant position.
 - 2.1.4 Employees are allowed to form a workplace forum.
 - 2.1.5 Employees are not forced to work over-time (10)

- 2.2 Analyse the impact of the Act identified in QUESTION 2.1.1 on businesses. (8)
- 2.3 Outline the employer and employee rights according to the Act identified in QUESTION 2.1.4. (8)
- 2.4 Explain the following provisions of the BCEA:
- (a) Maternity leave (2)
 - (b) Meal breaks and rest periods (2)
 - (c) Termination of employment (2)
 - (d) Hours of work (2)
 - (e) Child labour and forced labour (2)
- 2.5 Advise businesses on how they should comply with the following Broad Based Black Economic Empowerment (BBBEE) pillars:
- (a) Management control (4)
 - (b) Ownership (4)
 - (c) Enterprise and Supplier Development (4)

QUESTION 3: 40 Marks

30 minutes

ESSAY

Hints: This is an essay question. Structure is important. Introduction, main points and conclusion.

- Sub-headings are important to use as they count for “analysis”.
- Write the word Introduction and conclusion to avoid using marks on “ layout”
- Use full sentences but in point form.
- Avoid repeating the question in both the introduction and conclusion (remember no marks for repetition).
- Avoid writing irrelevant facts that are not part of the question asked.

The Consumer Protection Act, 2008 (Act 68 of 2008) implemented in 2011, was introduced to give consumers rights and protection for any business transaction. Businesses should familiarise themselves with the implications of this Act and change the ways in which they conduct their operations.

Provide a detailed analysis of the Consumer Protection Act (CPA) to the local business forum. You must include the following aspects in your analysis:

- Outline the purpose of CPA
- Explain any FOUR consumer rights as stipulated in the CPA
- Discuss the impact of CPA on businesses
- Suggest ways in which businesses should comply with this Act

(40)

SESSION NO: 2

TOPIC: HUMAN RESOURCES FUNCTION

Learner Note:

The Human Resources Functions needs to be understood in conjunction with important Legislation in SA. In this session, we will look at the activities of human resources functions and make recommendations on how the human resources function should comply with the Employment Equity Act, 1998 (Act 55 of 1998) as well as understand the impact of the Labour Relations Act, The Skills Development Act and the Basic Conditions of Employment Act on Human Resources.

You need to make sure that the above mentioned Acts are well understood in session1 otherwise you will not be able to explain the implications of these Acts on the human resources function.

QUESTION 1: 10 Marks**10 Minutes**

Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.5)

- 1.1.1 The role of the interviewer before the interview is to...
- A study the applicants Curriculum vitae
 - B select the best candidate
 - C prepare a suitable dress code
 - D ask questions that are related to the job
- 1.1.2 The ... procedure matches the requirements of a post with the strengths of a candidate
- A remuneration
 - B recruitment
 - C placement
 - D induction
- 1.1.3 One of the sources of internal recruitment can be done through
- A advertising in national newspapers
 - B advertising on staff notice boards
 - C external recruitment
 - D the internet
 - D all of the above
- 1.1.4 Joseph has just been appointed as the maintenance supervisor at Blue Beach Hotel. He will receive the policies and procedures manual of the hotel during the ... programme
- A placement
 - B induction
 - C recruitment
 - D screening

1.1.5 The human resources manager may use different remuneration methods to pay employees. This is in line with the ...Act.

- A Skills Development
 - B Employment Equity
 - C Labour Relations
 - D Basic Conditions of Employment
- (10)

QUESTION 2: 50 Marks

40 Minutes

2.1 Read the scenario below and answer the questions that follow.

TAMS CLEANING SERVICES (TCS)

Tams Cleaning Services (TCS) is looking for a supervisor to manage workers. The vacancy was advertised in the local newspaper. The management of TCS determined fair assessment criteria to select suitable candidates. They checked that applicants are not submitting false documents and invited shortlisted candidates for an interview.

- 2.1.1 Identify the type of recruitment method that TCS has used to advertise the vacancy. Quote from the scenario above to support your answer. (3)
- 2.1.2 Evaluate the impact of the recruitment method identified in QUESTION 2.1.1 on TCS. (8)
- 2.1.3 Identify THREE selection procedure that was followed by TCS from the scenario above. (3)
- 2.1.4 Advise the management of TCS on other selection procedure they need to follow. (8)
- 2.2 Discuss the purpose of induction (8)
- 2.3 Read the job advertisement below and answer the questions that follow

VACANCY: FINANCIAL MANAGEMENT

Job title: Municipal financial manager
Qualifications: Bcom degree
Experience: At least six years' financial management at middle level
Key performance areas: Prepare budgets and manage income and expenditure
Total package: R353 920 per annum
Other: Pension fund, medical aid fund and housing subsidy

- 2.3.1 Identify TWO examples of job description and TWO examples of job specification in the advertisement above. (4)

Use the table below as a guide to answer this question

Components of job analysis	Examples from the scenario
Job description	1 2
Job specification	1 2

- 2.4 Evaluate the impact of fringe benefits on businesses. (8)
- 2.5 Advise businesses on the legal requirements of an employment contract. (8)

QUESTION 3: 40 marks**40 Minutes**

Human resources managers invest a lot of time, effort and funds to recruit and select the best employees. They realise that their goals and objectives can only be achieved by employing skilled and qualified employees. They are also mindful of the fact that their recruitment policies need to comply with the Employment Equity Act (EEA), 1998 (Act 55 of 1998).

Provide a detailed account of the following human resources aspects:

- Explain the meaning of recruitment.
- Analyse the impact of internal recruitment on businesses.
- Discuss the role of the interviewer and the interviewee during the interview.
- Suggest ways in which the human resources function could comply with the EEA.

[40]