



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

HUMAN RESOURCE MANAGEMENT: FARMING N6

(4090516)

**29 November 2019 (X-Paper)
09:00–12:00**






This question paper consists of 6 pages.


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. Write neatly and legibly.
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QUESTION 1



- 1.1 During a training session you are required to inform the line management about the Unemployment Insurance Act.
- 1.1.1 Explain the aims of the act.  (2)
- 1.1.2 Briefly discuss the duties of the farmer as an employer under the act. (7 × 2) (14)
- 1.1.3 State THREE requirements a worker must meet to qualify for the unemployment fund. (3 × 2) (6)
- 1.1.4 Explain how the amount of money that will be paid out to a claimant will be determined and state for how long the worker will receive this payment.  (4)
- 1.2 Indicate whether the following statements relating to the Basic Conditions of Employment Act are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.2.1–1.2.10) in the ANSWER BOOK.
- 1.2.1 The maximum number of hours that a farm worker may work during a normal week is 40 hours.
- 1.2.2 The number of hours per week in QUESTION 1.2.1 includes lunch hours. 
- 1.2.3 The maximum number of hours that may be worked overtime per week is nine hours.
- 1.2.4 The minimum age that a female worker may legally be employed by a farmer is 18 years old.
- 1.2.5 If a worker works five days a week he/she is entitled to 30 days sick leave per three-year cycle. 
- 1.2.6 A farm worker is entitled to 21 work days paid leave per year.
- 1.2.7 A worker may insist on his/her leave to be paid out instead of taking leave.
- 1.2.8 The act prescribes that the farmer must give the worker pension benefits.
- 1.2.9 The act stipulates that the worker must be supplied with safety equipment. 
- 1.2.10 The overtime rate for working on a Saturday is double the normal rate. (10 × 1) (10)



- 1.3 Discuss the FIVE requirements that an employment contract must adhere to in order to be valid.  (5 × 2) (10)
- 1.4 List FOUR ways in which an employment contract may be terminated. (4)
- [50]**

QUESTION 2




- 2.1 Define the term *lockout*.  (5)
- 2.2 Explain the term *work stoppage*. (6)
- 2.3 'Labour relations are tripartite.'
Explain this statement. (6)
- 2.4 Explain the common and conflicting interests between the farmer/owner and the workers on a farm which can exist simultaneously. (6 + 4) (10)
- 2.5 Give FOUR reasons why it is important to keep records of disciplinary cases.  (4 × 2) (8)
- 2.6 A union wants to recruit and represent your employees.
Explain the precautions and other steps to take when interacting with the union. (7 × 2) (14)
- 2.7 What is the trade union representative in the workplace called? (1)
- [50]**

QUESTION 3





- 3.1 The following questions pertain to grievance procedures.
- 3.1.1 Explain the concept of *grievance*.  (3)
- 3.1.2 Give FIVE advantages of a grievance procedure. (5 × 2) (10)
- 3.2 The following questions pertain to disciplinary procedures.
- 3.2.1 Explain in full sentences the difference between *procedural fairness* and *substantive fairness* during disciplinary actions. (2 + 2) (4)
- 3.2.2 State, in sequence, FOUR disciplinary actions taken during the practice of progressive discipline.  (4)
- 3.2.3 List FOUR things that a worker must be informed of when formally receiving notice of a disciplinary hearing that he/she must attend. (4)

- 3.3 The following questions pertain to human resource management practices and labour relations.
- 3.3.1 List and briefly discuss FIVE elements of human resource maintenance/care.  (5 × 2) (10)
- 3.3.2 Name TWO elements of human resource management besides human resource maintenance. (2)
- 3.4 The following questions pertain to the reduction of staff. 
- 3.4.1 Explain the term *redundancy* relating to staff reduction. (7)
- 3.4.2 Discuss the THREE broad guidelines to apply when identifying workers to be dismissed during staff reduction. (3 × 2) (6)
- [50]**

QUESTION 4

- 4.1 Explain FIVE obligations of workers in the workplace in terms of the Occupational Health and Safety Act.  (5 × 2) (10)
- 4.2 Explain FIVE obligations new workers have towards their employer/farmer. (5 × 2) (10)
- 4.3 Explain the most important aspect of the human resource utilisation theory. (4 × 2) (8)
- 4.4 Give FOUR advantages of time rates.  (4)
- 4.5 Explain why it would be advantageous for a farmer to give attention to indirect primary remuneration.  (3 × 2) (6)
- 4.6 Explain the term *task analysis*. (2)

4.7 Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (4.7.1–4.7.10) in the ANSWER BOOK.

- 4.7.1 Management of human resources on a farm is synonymous with the task of the personnel manager.
- 4.7.2 Recruitment is the process of selecting potential workers to apply for work on the farm. 
- 4.7.3 Herzberg's theory of motivation is divided into two main groups which are then further subdivided. 
- 4.7.4 A worker expects from his/her manager to clearly spell out what is expected from him/her.
- 4.7.5 In a remuneration policy, allowance should be made for the principle of equal pay for equal work. 
- 4.7.6 The worker's right to bargain collectively is covered by the Basic Conditions of Employment Act.
- 4.7.7 A farmer is allowed to discourage an employee from joining a union.
- 4.7.8 An employment contract can be ended by impossibility of achievement.
- 4.7.9 The Department of Labour requires that an employment contract must be in writing. 
- 4.7.10 Once a worker has been found guilty after a hearing of a transgression at the workplace, he/she loses the right to appeal.

(10 × 1) (10)
[50]

TOTAL: 200