



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

HUMAN RESOURCE MANAGEMENT: FARMING N6

24 November 2022

This marking guideline consists of 8 pages.

INSTRUCTIONS TO MARKERS

1. Mark all the questions.
 2. Follow the answers according to the numbering system used in this question paper.
 3. Use only a red pen.
 4. Make your ticks and crosses neatly and legibly.
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SECTION A**QUESTION 1**

- 1.1 A
- 1.2 D
- 1.3 A
- 1.4 D

(4 × 1) [4]

QUESTION 2

- 2.1 False
- 2.2 True
- 2.3 True
- 2.4 False
- 2.5 False
- 2.6 False
- 2.7 True
- 2.8 False
- 2.9 False
- 2.10 False

(10 × 1) [10]

QUESTION 3: LABOUR MANAGEMENT THEORY

- 3.1 C
- 3.2 C
- 3.3 B
- 3.4 B
- 3.5 A

(5 × 1) [5]

QUESTION 4

- 4.1 15 years
- 4.2 45 hours
- 4.3 5 hours
- 4.4 21 days
- 4.5 R360
- 4.6 36 days

(6 × 1) [6]

TOTAL SECTION A: 25

SECTION B**QUESTION 5**

- 5.1 Common interests:
- The parties are interdependent
 - One party cannot exist without the other
 - Farmers need workers to do the work
 - Workers need farmer's assistance
 - Workers need to earn money
 - Farmer is prepared to pay for labour otherwise there is no production
- Conflicting interests:
- Farmer tries to keep production costs down
 - Workers want highest pay
 - Workers want to spend more money
 - But don't want to work longer hours for the money (10)
- 5.2 5.2.1
- Workers
 - Farmers
 - State (3)
- 5.2.2
- Workers offering labour✓ for pay✓
 - Farmers needing to achieve goals and make more profit✓✓
 - State <<?>>as master✓ and servant to other parties✓ (6)
- 5.3 5.3.1 Work stoppages are when farm workers immediately stop work in protest against certain conditions. Work stoppages are illegal.
- 5.3.2 Work lockouts – The farmer prevents the farm workers to enter the workplace to force them to comply with certain demands.
- 5.3.3 Stay-aways are when farm workers decide not to report to work as a way of forcing the farmer to meet certain demands. (3 × 2) (6)
- 5.4
- A stoppage of work
 - Collective action by workers
 - A demand that is made by the workers (3)
- 5.5
- They inspect the workplace, machinery and safety of equipment once a month and monitor the application of safety measures
 - They report potential safety hazards
 - They write a report to the inspector or safety committee in case of an accident injuring or killing an employee (3 × 2) (6)
- 5.6 A *status quo* is an order issued by a court that forces a party to reinstate the status or situation as it was before the dispute arose mainly between the employee and the employer. (2)

[35]

QUESTION 6

- 6.1 6.1.1 Retrenchment:✓
 Employment of workers is terminated✓ as a result of or change in business caused by a decrease✓ in economic activity and is usually temporary in nature.✓
 Redundancy:✓
 Usually a permanent reduction in number of posts✓ as a result of strategic or operational planning to scale down the business✓ or caused by automation of systems.✓
(2 × 4) (8)
- 6.1.2 • Persons above retirement age.✓ Those at or past retirement age can get benefits.✓
 • Early retirement.✓ Some workers may want to be allowed to retire early.✓
 • Voluntary resignation.✓ Some workers may just want to leave usually with a package.✓
 • Last person employed, first to go.✓ People with longest service are kept as long as possible.✓
 • Performance assessment.✓ The work performance of the farm worker can serve as a criterion for selecting workers for dismissal.✓
(5 × 2) (10)
- 6.2 • A staff policy that promotes good relations
 • A preventative approach should be used as opposed to a reactive approach
 • The grievance approach must emphasize the line authority in the farming enterprise
 • A grievance must be solved as quickly as possible
 • A grievance must be solved as close to the point of origin as possible
 • The grievance procedure must be acceptable to the farm workers and the trade union
 • Farm workers should get an assurance that no discrimination will take place
 • The right to appeal to the higher authority must exist (Any 7 × 2) (14)
- 6.3 • The transgression
 • Timely discipline
 • Notice of hearing
 • Representation
 • The right to defend yourself
 • The right to call a witness
 • The right to use an interpreter
 • The right to a verdict
 • Service record
 • The punishment
 • Appeal (Any 10 × 1) (10)

- 6.4
- Verbal warning
 - Written warning
 - Transference
 - Suspension
- (4)
[46]

QUESTION 7

- 7.1 Farmers have a duty to:
- Provide and maintain work and plant systems,✓ which are safe and without risk✓
 - Provide PPE as required✓
 - Ensure safety✓ in handling, storage of articles and substances✓
 - Enforce precautionary measures where needed✓
 - Provide instruction✓ and training as necessary✓
 - Take steps to ensure that employees comply✓ with acts and regulations✓
- (10)
- 7.2
- Farmer must provide Director-General of Labour with required information✓ within 14 days of starting undertaking.✓
 - Monthly financials must be sent to the UIF.✓
 - Full record of payments on behalf of workers must be kept for 3 years.✓
 - All workers must be provided with report statement at end of service.✓
 - Farmer must collect UIF contributions✓ and pay them over.✓
 - If worker dies during employment contribution statement is handed to next of kin.✓
- (8)
- 7.3
- Temporary partial disablement✓ – employee receives pro rata payment.✓✓
 - Temporary total disablement✓ – periodic payments until worker returns to work.✓✓
 - Permanent disablement✓ – if the disablement is less than 30% then lump sum payment to the full amount,✓ if greater than 30% then lifelong pension.✓
(Allow for own reasonable wording)
- (9)
- 7.4
- The parties must be capable of contracting
 - There must be an agreement of intent between the parties
 - Parties must be able to comply with obligations
 - Contract must comply with formal requirements
 - Objectives, entry and implementation must be lawful
- (5)
- 7.5
- To ensure that consistent action is taken✓ with respect to all workers✓
 - To provide the presiding official✓ from unnecessary exposure✓
 - To ensure progressive application✓ of discipline✓
 - To be able to follow up✓ on problem cases/individuals✓
- (4 × 2) (8)

- 7.6
- Unauthorised possession of farm equipment
 - Drunkenness on duty
 - Fraud
 - Assault
 - Serious negligence
 - Serious disobedience
 - Refusal to carry out reasonable order
 - Possession and/or use of drugs at work
 - Deliberate damage to property of either owner or customer/sabotage
 - Intimidation or threatening behaviour
- (Any 7 × 1) (7)
[47]

QUESTION 8

- 8.1 8.1.1 • Achievement
 • Recognition of achievement
 • Possibility of growth
 • Promotion
 • Responsibility
 • The work itself (6)
- 8.1.2 • Workers consider work as unpleasant✓ – they are lazy and will do a little to comply✓
 • Workers are only interested in money✓ – they will only do extra work if there is money involved✓
 • Workers do not want to accept responsibility✓ – they shift responsibilities to other people✓
 • Workers cannot solve their own problems✓ – they cannot think independently✓ (8)
- 8.1.2 • Physiological needs✓ – food, water✓
 • Security needs✓ – free from physical dangers; work security✓
 • Social needs✓ – to love and be accepted✓
 • Ego needs✓ – self-esteem and self-respect✓
 • Self-fulfilment✓ – realise one's potential✓ (10)
- 8.2 8.2.1 • They are simple to calculate
 • Can be applied to all tasks and situations
 • It is easy for the employer to budget for the wages
 • The worker is assured of a fixed wage and knows exactly how much is due to him/her (4)

- 8.2.2
- Days that worker worked
 - Times that were worked
 - Deductions
 - Payments
 - Bonus
 - Full name of worker
 - ID number of worker
 - Pay number of worker
 - Date employed
 - Position held
 - Basic wage
 - Name of employer
 - Normal leave taken
 - Balance of leave
 - Month to be paid for (Any 10 × 1) (10)
- 8.2.3
- Direct primary remuneration✓ – direct cash wage✓
 - Indirect primary remuneration✓ – free housing, paid leave✓
 - Direct secondary remuneration✓ – form of acknowledgement✓
 - Indirect secondary remuneration✓ – informal acknowledgement✓ (8)
- [46]**

TOTAL SECTION B: 175
GRAND TOTAL: 200