



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N650(E)(N28)H

NATIONAL CERTIFICATE

HUMAN RESOURCE MANAGEMENT: FARMING N6

(4090516)

28 November 2018 (X-Paper)
09:00–12:00

Calculators may be used.

This question paper consists of 5 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. Place the answer number in the middle of the page and rule off after finishing a question.
 5. Start answering a question on a NEW page.
 6. Write neatly and legibly.
-

QUESTION 1: LABOUR RELATIONS: PROCEDURES AND PROCESSES

- 1.1 On entering an agreement with the farmer's worker, there are certain aspects that need attention.
Explain FOUR such aspects. (4 × 2) (8)
- 1.2 Explain the term *grievance*. (7)
- 1.3 Define a *grievance procedure*. (5)
- 1.4 The term *timely discipline* is used as part of procedural fairness.
Explain this term to a group of Safety in Society L2 students. (3)
- 1.5 When you compile a good disciplinary procedure for your place of employment you need to ensure that records are kept.
Motivate the need for keeping records in disciplinary investigations. (4 × 2) (8)
- 1.6 Consider the following scenario: You are attending a gathering of farmers and there is a heated discussion why workers join trade unions.
Give FIVE reasons why workers join trade unions. (5 × 2) (10)
- 1.7 Explain the difference between *procedural fairness* and *substantive fairness* in relation to the disciplinary process. (4)
- 1.8 Give the definition of a strike as defined by the Labour Relations Act. (5)
- [50]**

QUESTION 2: MOTIVATION THEORY AND REMUNERATION

- 2.1 Define the term *motivation*. (4)
- 2.2 Explain how you would apply Maslow's theory of motivation to your farm. (15)
- 2.3 The following questions have to do with labour management theories.
- 2.3.1 Discuss the human relations theory.
- 2.3.2 If a farmer favours this theory, how would he approach his workers in the workplace? (2 × 8) (16)

- 2.4 The following questions relate to the remuneration of farm workers.
- 2.4.1 Explain what you understand under the term *primary remuneration*. (1)
- 2.4.2 Discuss FOUR factors that you would consider when setting up a basis for remuneration on your farm. (4 × 2) (8)
- 2.4.3 List and discuss THREE benefits of indirect primary remuneration. (3 × 2) (6)
- [50]**

QUESTION 3: STRUCTURES AND LEGISLATION IN THE WORKPLACE

- 3.1 Discuss FIVE expectations and rights farmers have with regards to labour. (5 × 2) (10)
- 3.2 Read the following statements and give the name of the relevant Act. Write your answer alongside the question number (3.2.1–3.2.10) in the ANSWER BOOK.
- 3.2.1 The act that regulates collective bargaining in the workplace.
- 3.2.2 This act has to do with ensuring that the workplace is safe.
- 3.2.3 This act makes provision for an income when a worker is retrenched from the workplace.
- 3.2.4 Strikes and lockouts are covered by this act.
- 3.2.5 This act regulates the number of working hours.
- 3.2.6 The act concerning the framework regulating the relationship between employer and employee.
- 3.2.7 This act defines unfair labour practice.
- 3.2.8 The right of workers to join a labour union is regulated by this act.
- 3.2.9 When a worker is injured in the workplace, he/she is entitled to benefits set out in this act.
- 3.2.10 This act is involved with the regulating of disciplinary fairness in the workplace. (10 × 1) (10)
- 3.3 The Occupational Health and Safety Act define certain general duties of the worker in the workplace.
- Name and discuss FIVE of these general duties. (5 × 2) (10)
- 3.4 Discuss the period of maternity leave. (2 × 2) (4)

- 3.5 The following questions relate to Contractual Law.
- 3.5.1 Discuss THREE requirements for an employment contract to be valid. (3 × 2) (6)
- 3.5.2 Name and discuss FOUR ways an employment contract may be terminated. (4 × 2) (8)
- 3.6 Which law applies in the absence of labour laws that regulate the relationship between employee and employer? (2)
- [50]**

QUESTION 4: HUMAN RESOURCE MANAGEMENT ON FARMS

- 4.1 Discuss THREE reasons why labour in agriculture is seen as a declining input. (3 × 2) (6)
- 4.2 Discuss FIVE of the unique characteristics of human resource management on the farm that makes it different from normal human resources management. (5 × 2) (10)
- 4.3 Clarify the differences between the terms *task analysis* and *job specification* when used during recruitment. (4 × 2) (8)
- 4.4 Explain why it is not a good option for training to have new workers watch others doing the task. (10)
- 4.5 Explain what induction as part of recruitment involves. (4)
- 4.6 List the recruitment steps in the correct order. (8)
- 4.7 Give FOUR reasons why it is often difficult to recruit farmworkers. (4)
- [50]**

TOTAL: 200