



PROGRAM : BACCALAUREUS TECHNOLOGIAE
ENVIRONMENTAL HEALTH

SUBJECT : MANAGEMENT PRACTICE IV

CODE : EMP21-1

DATE : FINAL EXAMINATION
15 NOVEMBER 2017

DURATION : 3 HOURS

WEIGHT : 50: 50

TOTAL MARKS : 150

EXAMINER : MRS M.C. MOKOATLE

MODERATOR : MS C. MATSEPE

NUMBER OF PAGES : 04

INSTRUCTIONS TO CANDIDATES:

1. Answer all questions.
 2. Read your questions carefully, you will be penalized if your answers are not properly structured.
 3. You can start with any question, but do not divide sub-questions of the same question.
 4. Please write neatly.
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GOOD LUCK

QUESTION 1

*Management is a **process** or series of **activities** that gives the necessary direction to an enterprise's **resources** to achieve its **objectives** as productively as possible in the **environment** in which it functions.*

- 1.1 Explain with practical examples the highlighted words in the definition in the context of "Management" in an organization.
- a) Process (2)
 - b) Activities (4)
 - c) Resources (4)
 - d) Objectives (2)
 - e) Environment (2)

Strategic planning is the process of developing company objectives, strategies and tactics to achieve the mission of the organization. After strategizing, companies can then function and operate to meet its objectives.

- 1.2 Differentiate between 'vision' and 'mission' as drawn up by organizations in their strategic planning and provide practical examples. (3x2=6)
- 1.3 Differentiate between strategic planning and operational planning (4x2=8)
- 1.4 Explain what you would consider when strategizing for an organization using PESTLE analysis. (6x2=12)

[40]

QUESTION 2

Organization Development is an effort planned, organization-wide, and managed from the top, to increase organization effectiveness.

- 2.1 Explain the ten (10) aspects to consider or evaluate when establishing the potential for the development of an organization. (10)
- 2.2 What would be the benefits of organisational development? Elaborate on five of them. (5)

[15]

QUESTION 3

You are an Environmental Health Practitioner employed at municipality A and are required to arrange and conduct training session for Informal Food Traders. You are allocated a budget of R20 000 for this project.

OR

You are a Health and Safety Practitioner employed for Company A and are required to conduct training for the Health and Safety representatives. You are allocated a budget of R20 000 for this project.

- 3.1 Discuss the concept of supply chain management (SCM) with reference to this project and elaborate on what is SCM, the purpose of SCM, the procurement process you will follow and legislation you will consult. (15)

- 3.2 Discuss the two methods of budgeting you will make reference to and how each method can be implemented for this project. (10)

In the absence of your Manager, you are required to be Acting Manager for your unit and during this period are requested to present the budget to the team/staff members. The budget looks as follows:

SECTION A: CAPEX		
PERSONNEL REMUNERATION		
31200	Salaries Cost To Company	3 000 547.44
31300	Contract Salaries	242 626.68
31370	Overtime Salary Expenses	8 204.40
SECTION B: OPEX		
33150	Cartridges	7 000.00
33400	Cleaning Materials	1 200.00
35400	Functions and Entertainment	16 000.00
38350	Paper	3 000.00
38800	Postages and Courier Services	2 184.00
39100	Printing Outsourced Costs	25 000.06
39900	Operational Equipment	10 000.00
41000	Staff Training and Development	27 000.00
42100	Projects	60 000.00
41100	Stationery	6 000.00
41600	Telephone and Fax Costs	12 480.00
42000	Uniforms and Protective Clothing	4 000.00
44300	Computer Hardware and Peripherals Under R15,000	15 000.00
44500	Furniture and Equipment Under R15,000	20 000.00

- 3.3 Briefly describe to the team what section A of the budget represents. (2)

- 3.4 Explain what each column of the budget in section B represent. (3)

- 3.5 Name and explain five (5) challenges that you and your team should avoid regarding the budget. (5x2=10)

- 3.6 Elaborate on five (5) practical examples you will implement to improve the control of income and expenditure in the unit. (5)

During your acting period, there is a vacant position for a Data Capturer in your unit and you need to recruit for this position.

- 3.7 Go ahead and draft a recruitment advert for the Data Capturer vacancy (10)

3.8 Name five types of interviews you will consider for the selection of the above vacancy (5)

3.9 Out of the five types of interviews above, which specific one will you use for the selection of the suitable candidate? Explain why. (5)

[65]

QUESTION 4

As acting Manager, you are required to brief the new employee on aspects of Human Resources Management.

4.1 Discuss the following aspects of Human Resources Management with reference to their purpose, process, challenges (name 2) and advantages (name 3).

a) Performance Management System (15)

b) Disciplinary procedure (15)

[30]

Total = 150 marks