



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCE AND EDUCATION

DEPARTMENT OF TECHNICAL VOCATIONAL EDUCATION AND TRAINING

QUALIFICATION: DIPLOMA IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING : MANAGEMENT	
QUALIFICATION CODE: 06DTVM	LEVEL: 6
COURSE CODE: HRV610S	COURSE NAME: HUMAN RESOURCES MANAGEMENT
SESSION: JUNE 2022	PAPER: (PAPER 1)
DURATION: 2 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
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INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Number the answers clearly

THIS QUESTION PAPER CONSISTS OF 3 PAGES (Including this front page)

Question 1**(20)**

Read the following statements and indicate **true** if you agree with the statement and **false** if you do not agree.

- 1.1 A job description is an organised factual statement, which entails the environment, conditions, duties and responsibilities of a specific job.
- 1.2 The formal process of familiarising new employees with the organization, their job and their work unit refers to induction.
- 1.3 External sources of recruitment include employment agencies, referrals and headhunting.
- 1.4 Organisational strategic plans, policies, recruitment criteria and costs are internal factors influencing recruitment
- 1.5 The economy, market, technology, social and political and legal are internal factors affecting human resources management in an organisation.
- 1.6 Employee turnover refers to keeping or encouraging employees to remain in an organisation for a maximum period of time.
- 1.7 The information obtained from a job analysis can be used for recruitment and selection, training and development, discovering unassigned duties, performance management and appraisal, compensation and compliance with the Employment Equity Act.
- 1.8 One of the principles of job analysis is to analyse the person and not the job.
- 1.9 Unstructured interviews provide for a more organised approach and more stable basis for assessment of different candidates.
- 1.10 Reference checks are conducted to uncover any damaging background information such as a criminal record.

Question 2**(20)**

Match the terms under column A with the definitions under column B. Write only the correct answer.

Column A	Column B
Job Analysis	The formal process of familiarising new employees with the organisation, their job, and their work unit
Reference Check	Learning activities professionals engage in to develop and enhance their abilities
Induction	The process of acquiring applicants who are available and qualified to fill positions in the organisation
Structured Interview	Representation of different people in an

	organisation
Continuous Professional Development	Verify the accuracy of factual information previously provided by an applicant
Recruitment	Provides for more organised approach and more stable basis for assessment of different candidates
Employee Retention	Keeping or encouraging employees to remain in an organization for a maximum period of time
Diversity	A process in which an organisation attempts to estimate the demand for labour and evaluate the size, nature and sources of supply which will be required to meet the demand.
Selection	Process of studying and collecting information relating to activities and responsibilities of a specific job
Workforce Planning	Process or trying to determine which individuals will best match particular jobs

Question 3:

(30)

You are the Head of Training at your vocational training centre and the centre is seeking a qualified TVET trainer. As Head of Training, you have decided against internal recruitment and have advertised the position externally.

- 3.1 Explain five advantages of external recruitment and five disadvantages of internal recruitment. (10 x 2 = 20)
- 3.2 Mention 5 reasons to include diversity in the recruitment and selection process. Provide five examples of the diverse groups that you would encourage to apply. (10)

Question 4

(30)

Ensuring a safe and healthy workplace is extremely important. As Head of Training at ABC Vocational Training Centre, you have noticed that there are no health and safety measures in place.

- 4.1 Mention any five duties ABC VTC has to its employees to ensure their health and safety in the workplace. (5 x 2 =10)
- 4.2 Discuss the direct and indirect costs to ABC VTC should an employee injure himself/herself at the workplace. (5 x 2 =10)
- 4.3 To ensure a safe and healthy workplace mention five strategies / activities you would develop and implement at ABC VTC. (5 x 2 = 10)