



**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	
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FIRST OPPORTUNITY EXAMINATION QUESTION PAPER

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INSTRUCTIONS
<ol style="list-style-type: none">1. This paper consists of two sections (section A and B).2. Answer ALL the sections.3. Read all the questions carefully before answering.4. Number your answers clearly.

THIS QUESTION PAPER CONSISTS OF 5 PAGES (Including this front page)

SECTION A

QUESTION 1

[10]

This section consists of 10 true or false questions. For each question indicate whether the statement is true or false. Just write the question number and the correct option. E.g., 1. True.

- 1.1 Ethical decision making in business is limited to major corporate decisions with dramatic social consequences. (1)
- 1.2 In business, every decision can be made by economic, legal, or company rules and regulations. (1)
- 1.3 The direct costs of unethical business practice are more visible today than they have ever been before. (1)
- 1.4 In a general sense a business stakeholder is one who has made substantial financial investments in the business. (1)
- 1.5 A firm's ethical reputation can provide a competitive advantage in the marketplace with customers, suppliers, and employees. (1)
- 1.6 Ethics refers to how human beings should properly live their lives. (1)
- 1.7 Ethical business leadership is the skill to create circumstances in which bad people are taught to do good. (1)
- 1.8 Norms appeal to certain values that would be promoted or attained by acting in a certain way. (1)
- 1.9 Technically speaking, values are not necessarily positive or ethical in nature. (1)
- 1.10 Ethical theories are patterns of thinking or methodologies to help us decide what to do. (1)

SECTION B

This section consists of **seven (7)** structured questions. Answer **ALL** the questions.

QUESTION 2

[11]

Peter is a centre manager of a Technical and Vocational Education and Training (TVET) provider. Among his key responsibilities is the supervision of eight middle managers, five of whom are white women and three are men. Of the three male managers, only one is a black man.

Peter is currently tasked with replacing one of the white male managers who recently retired. In compliance with the company's policy, the vacancy was advertised both internally and externally. An interview was extended to six candidates who met the minimum requirements. Following a thorough review of the interview outcomes, Peter believes that Steve a black employee who has served the company for 12 years is the most qualified candidate. However, the interview results indicate that three white women (Jane, Maria and Sussy) and two white men (Bock and Pinaal) also performed equally well.

2.1. From a moral perspective, which of the six candidates should Peter hire for the position? Justify your answer. (3)

2.2 Using practical examples, explain how Peter could ensure that fairness and merit are upheld in the recruitment process while pursuing affirmative action goals. (4)

2.3 Explain two reasons why affirmative action policies are implemented in the workplace. Provide examples. (4)

QUESTION 3

[10]

MK Technical and Vocational Education and Training (TVET) Institution is a well-established educational facility located in city of Windhoek. The institution offers a range of vocational courses in various fields, such as engineering, healthcare, hospitality, and information technology. MK prides itself on fostering an inclusive environment with students and staff from diverse ethnicities, genders, and backgrounds. However, in recent months, a series of complaints have emerged regarding discrimination within the institution.

3.1 What are the three basic elements of discrimination that might be practiced at MK Technical and Vocational Education and Training institution? (3)

3.2 According to the utilitarian view, why does discrimination need to be banned in institutions such as MK Technical and Vocational Education and Training institution? (2)

3.3 What are the employment practices that can be considered discriminatory in nature at MK Training centre? (3)

3.4 In your view, what does the concept preferential treatment entail? (2)

QUESTION 4 [8]

A code of ethics or ethical code refers to a set of guidelines, standards, and principles that a company adopts and that must be adhered to by its workers.

4.1. Define the term ethical code/code of ethics. (2)

4.2. Explain any **three** components of a good code of ethics in an organisation. (6)

QUESTION 5 [19]

As the Human Resource Director at a TVET training provider, you are faced with a situation where your brother-in-law is unemployed, and your sister has asked you to recommend him for a VET instructor position to help prevent their house from being repossessed.

5.1. As a human resource director, would you recommend your brother-in-law for the job to save his house from being re-possessed or would you opt to appoint someone you don't know for the position based on organizational needs? Justify your answer. (5)

5.2 In your view, how does a conflict of interest differ from bribery in terms of ethical implications and organizational impact? (4)

5.3 Evaluate the possible consequences of hiring the brother-in-law based on personal connection rather than merit. (10)

QUESTION 6 [9]

A lady who works as a cleaner at the local hotel noticed that the restaurant's chef typically reheats three- or four-day old food and serves it as fresh. When she informed the manager, she was told to forget it.

6.1 In your opinion, should the lady go public with what she observed and risk losing her job, or remain silent to protect her employment? (5)

6.2 In your opinion, how does a whistleblower differ from the act of whistleblowing? (4)

QUESTION 7**[33]**

Global C.C is a company committed to provide a safe environment for all its employees free from harassment at work including sexual harassment. Global C.C company is operating on a zero-tolerance policy for any form of sexual harassment in the workplace. Any employee found to have sexually harassed another employee will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment are being taken seriously and treated with respect and in confidence. No one is being victimised for making such complaints.

7.1 Sexual harassment is difficult to define and prevent at workplace. Explain any three elements that constitute sexual harassment? (3)

7.2 Discuss the steps that managers must take to effectively address and handle cases of sexual harassment in the workplace. Provide examples to support your answer. (18)

7.3 Explain why sexual harassment should be avoided in the workplace. (4)

7.4 Setting a fair wage is both important and difficult in an organisation. List any four factors that employers should consider in order to set up a fair wage. (4)

7.5 Explain any two rights of a person facing sexual harassment. (4)

TOTAL MARKS: 100

END OF THE EXAMINATION PAPER