

Tutorial letter 201/1/2018

Engineering Management II (Module B)

EMA2602

Semester 1

**Department of Electrical and Mining
Engineering**

IMPORTANT INFORMATION:

This tutorial letter contains important information about your module.

BAR CODE

Dear Student

The purpose of this tutorial letter is to provide you with feedback on Assignment 1. You will find the suggested solution for Assignment 1 attached as Annexure A.

Remember to visit **myUnisa** and participate in the discussion forums, especially the tutorials discussion forum. You will find six myUnisa **tutorials** as pdfs under “Additional Resources”. These are additional exercises that will help you to master the content of the course and prepare for the **examination**. You will find my suggested solutions on myUnisa.

You may have noticed that the tutorials are based on the **workbook**. You will find the latest version of the prescribed workbook chapters under “Additional Resources” on myUnisa. The workbook contains numerous typical examination questions that you can use for self-evaluation purposes.

You may have noticed that the three assignments consist of multiple-choice questions only. This will help to prepare you for question 1 of the **examination paper**. Question 1 of the paper contributes 20% towards the total mark. The workbook includes many multiple-choice questions, short and long questions and other types of exercises that you can use for self-evaluation purposes. The workbook and six **tutorials** will help you to prepare for the rest of the examination paper (questions 2 to 7). More information about this will follow in TL203.

I wish you every success with your studies.

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Annexure A**Suggested solution for assignment 01 (Semester 1)****(Unique number: 865618)**Questions based on chapter 4, METS-2 (Employment relations)

1.1 Read the following 3 statements:

- a) The employment relationship is the relationship that exists between the employer and the employee in the working environment.
- b) Good employment relations will usually result in improved productivity of employees.
- c) Good employment relations will usually result in reduced absenteeism.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and c
- [3] a, b and c
- [4] b and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: [3]

- a) True, (METS-3: 62);
- b) True, (METS-3: 62);
- c) True, (METS-3: 63)

1.2 Read the following 3 statements:

- a) The employee's ordinary hours of work and days of work are some of the information that an employer should supply to an employee at the commencement of employment.
- b) The Labour Relations Act sets minimum standards for conditions of service, such as working hours and overtime.

- c) Deductions made from an employee's remuneration are some of the information that an employer should supply to an employee at the commencement of employment.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and c
- [3] a, b and c
- [4] b and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: **[2]**;

- a) Correct, This should be provided i.t.o. the Basic Conditions of Employment Act (BCEA) (METS-3: 64).
- b) False, It is the BCEA that sets minimum standards and conditions of service (METS-3: 65).
- c) Correct, (METS-3: 65). This should be provided i.t.o. the BCEA.

1.3 Read the following 3 statements:

- a) An employee who works on a public holiday must receive 1,5 times the ordinary wage for that day.
- b) An employee is entitled to 14 consecutive days' annual leave per leave cycle.
- c) An employer is not required to pay an employee while she is on maternity leave.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and c
- [3] a, b and c
- [4] b and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: **[5]**;

- a) False, the employee must receive double (METS-3: 66, Table 4.1).

- b) False, 21 days. (METS-3: 66).
- c) Correct, UIF may be claimed (METS-3: 66).

1.4 Read the following three statements:

- a) The primary aim of discipline in any organisation should be to punish employees.
- b) The primary aim of discipline in any organisation should not be to punish employees, but rather to point out their unacceptable behaviour or performance and to motivate them to change it.
- c) The LRA provides guidelines for workplace discipline.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and b
- [3] a and c
- [4] b and c
- [5] None of the options (1, 2, 3 or 4) is correct

Answer: [4];

- a) False, (METS-3: 70).
- b) Correct, (METS-3: 70).
- c) Correct, (METS-3: 70).

1.5 Read the following three statements:

- a) Arriving late for work and loafing are both normally classified as serious offences in the disciplinary code of organisations.
- b) An employee is entitled to an interpreter during a disciplinary hearing.
- c) An employee is entitled to calling his/her own witnesses during a disciplinary hearing.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and b
- [3] a and c
- [4] b and c

[5] None of the options (1, 2, 3 or 4) is correct

Answer: [4];

- a) False, These are minor offences. See table 4.2 (METS-3: 72).
- b) Correct, (METS-3: 72).
- c) Correct, (METS-3: 72).

1.6 Read the following 3 statements:

- a) The CCMA stands for the Council of Conciliation, Media and Arbitration.
- b) The main objective of the CCMA is to promote a sound working relationship, to prevent labour disputes and to settle disputes that do arise.
- c) Pre-dismissal arbitration, conciliation, conciliation and arbitration (con-arb) and arbitration are some of the mechanisms that are available to the CCMA when solving a dispute.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and c
- [3] a, b and c
- [4] b and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: [4];

- a) False, CCMA = Commision for Conciliation Mediation and Arbitration , (METS-3: 79).
- b) Correct, (METS-3: 79).
- c) Correct, (METS-3: 79).

1.7 Read the following 3 statements:

- a) An employee employed by a mining or engineering company has the right to join a trade union.
- b) One of the organisational rights of registered, representative unions is the right of access to a workplace to communicate with its members.

- c) One of the organisational rights of registered, representative unions is that union subscriptions or levies may be deducted by the employer and paid over to the union when a member of such a union provided such authorisation in writing.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and b
- [3] a, b and c
- [4] b
- [5] none (not a, b or c)

Answer: [3];

- a) Correct, That is what freedom of association means (METS-3: 84);
- b) Correct, See table 4.8 (METS-3: 84);
- c) Correct, See table 4.8 (METS-3: 84).

1.8 Read the following 3 statements:

- a) The SETAs have to approve learnership programmes.
- b) The purpose of the Unemployment Insurance Fund (UIF) is to provide retired employees with money.
- c) Employees must contribute 3% of their salary to the UIF, while employers must contribute 3% of their total salary bill to the UIF.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and c
- [3] a, b and c
- [4] b and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: [1];

- a) Correct, (METS-3: 86).
- b) False, This is the purpose of a pension fund (METS-3: 86).
- c) False, It is 1% (METS-3: 86).

Semester 1: Questions based on chapter 6 (Engineering contracts)

1.9 Read the following 3 statements:

- a) The principal agent may be one of the parties involved in a complex building contract.
- b) The law of obligation is based on the principle that one must honour one's promises.
- c) In return for performing construction or engineering work, a building contractor would expect counter-performance from the client.

Which of the above statements is/are **correct**?

- [1] a
- [2] a and b
- [3] a, b and c
- [4] a and c
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: [3]

- a) True, (METS-3: 107)
- b) True, (METS-3: 106)
- c) True, (METS-3: 106)

1.10 A surface mining company enters into a contract with an earthmoving company. The purpose of the contractual agreement is to outsource the loading and hauling functions at the mine to the earthmoving contractor at a fee. The fee structure is described in detail in the contract. Read the following four statements:

- a) The surface mining company is both a creditor and a debtor.
- b) As a debtor the surface mining company may claim performance from the earthmoving contractor to do the loading and hauling at the mine.

- c) As creditor, the surface mining company has a duty to perform, namely to pay the earthmoving contractor for loading and hauling services provided.
- d) The earthmoving contractor is a creditor because it may claim the fee from the mine for work done. It is also a debtor because it has to deliver loading and hauling services to the mine.

Which of the above statements is/are **correct**?

- [1] a, b, and c
- [2] a and d
- [3] a and b
- [4] a, b, c and d
- [5] None of the options (1, 2, 3, or 4) is correct.

Answer: **[2]**;

- a) True;
- b) False – Creditor;
- c) False – Debtor;
- d) True (METS-3: 108)

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