



Tutorial Letter 101/3/2018

The Structuring and Functioning of Public Services

PUB1601

Semesters 1 and 2

Department of Public Administration and Management

This tutorial letter contains important information
about your module.

BARCODE

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Dear Student,

1 INTRODUCTION

Welcome to the PUB1601 module. We shall do our best to make your study of this module interesting and rewarding. You will be well on your way to success if you start studying early in the year and resolve to do your assignments properly.

This tutorial letter contains important information that will assist you in your studies. Please read through it carefully and keep it at hand when working through the study material, preparing the assignments, preparing for the examination and addressing questions to your lecturers.

Students must be registered for a myLife email address and must be able to access myUnisa to be able to access their study material, submit assignments, gain access to the Library information and various learning resources, download study material, communicate to their lecturers and fellow students about their studies and the challenges they encounter, and participate in online discussion forums. Please consult with the *Study @ Unisa* publication for more information on the activation of your myLife email address as well as obtaining access to the myUnisa module site.

Limited study material will be posted to students. All the information needed to be successful in this module is available on myUnisa. **This tutorial letter is the only tutorial letter made available in printed form.** Please note that a printed study guide will be supplied to you. However, all the study material will also be available on myUnisa. In the online environment you will be guided through the content by working through the study material on myUnisa. You need to visit the websites on myUnisa for PUB1601 frequently.

NOTE: Because this is a blended learning module, you need to go online to see your study materials and read what to do for the module. Go to the website here: <https://my.unisa.ac.za> and login with your student number and password.

In addition, you will receive this tutorial letter and a printed copy of the online study materials from your module. While these printed materials may appear to be different from the online study materials, they are exactly the same and have been copied from the online myUnisa website.

We wish you success on your teaching and learning journey.

2 PURPOSE OF AND OUTCOMES

This section deals with the purpose and outcomes of the module.

2.1 Purpose

The main purpose for this module is to make available to you comprehensive, systematic, organised and clear knowledge in the field of public administration focusing on “The structuring and functioning of public services” so that you will be able to prepare yourself for related tasks in the public sector and elsewhere by means of self-study, case studies, learning activities, assignments, examinations and any other research activities.

In addition, the module is intended to help public managers increase their ability to respond creatively to the public decision making challenges of the new millennium. We hope that the module content will work at the following four levels:

- **Personal level:** to help you to develop a more creative attitude within yourself and encourage a more investigative mind in those around you.
- **Governmental level:** to provide a broad range of problem solving methods to assist imaginative and effective thinking on a more holistic level.
- A **public sector (institutional) level:** to explore a wide range of perspectives designed to help you to solve the challenging operational issues in the public administration field.
- The **departmental level:** to facilitate a practical approach that will equip you with the ability to manage key public administration decisions made within your department.

2.2 Outcomes

For this module, you will have to master several outcomes:

- **Specific outcome 1:** Describe how the provision of public service is organised.
- **Specific outcome 2:** Determine who provides public services.
- **Specific outcome 3:** Describe the administration and/or management of public service provision.
- **Specific outcome 4:** Be able to evaluate the quality of public service provision.
- **Specific outcome 5:** Explain the power and public functions of public service provision.

3 LECTURER(S) AND CONTACT DETAILS

All queries that are not of a purely administrative nature but are about the content of this module should be directed to us.

3.1 Lecturer(s)

The contact details of the lecturers for this module are as follows:



The Primary Lecturer for this module is Prof EJ van der Westhuizen

Primary Lecturer: Prof EJ van der Westhuizen
Department of Public Administration and Management

Telephone : 012 429 6246
Email : vdwesej@unisa.ac.za

LECTURER AVAILABILITY

The lecturer for this module will be available to take phone calls on academic matters and/or to attend to students who may prefer to visit personally for academic engagement. However, the days and times of lecturer's availability will be communicated in the module page on myUnisa. These days and times are subject to change from time to time in order to accommodate the lecturer's work schedule and other commitments. The changes on the days and times will be communicated by the lecturer in advance through the announcement option on myUnisa as and when this happen. Students are advised to check the module page on myUnisa before making phone calls or visiting the lecturer's office for academic enquiries/engagements.

3.2 Department

The Department of Public Administration and Management can be contacted as follows:
Secretaries:

Tel.: (012) 429 6595/ +27 12 429 6595 or
(012) 429 6822/ +27 12 429 6822

Departmental webpage:
<http://www.unisa.ac.za/cems/pam>



VERY IMPORTANT NOTE:

Make certain you provide the module code in all your correspondence with staff members in the Department.

3.3 University

To contact the University, you should follow the instructions in the *Study @ Unisa* brochure. Remember to have your student number available when you contact the University.

When you contact the lecturer, please do not forget to always include the module code and your student number. This will help the lecturers to assist you.

The first point of contact for any enquiries about administrative support should be directed to the contacts points listed below:

DESCRIPTION OF ENQUIRY	SMS NUMBER	E-MAIL ADDRESS
Applications and registrations	43578	study-info@unisa.ac.za
Assignments	43584	assign@unisa.ac.za
Examinations	43584	exam@unisa.ac.za
Study material	43579	despatch@unisa.ac.za
Student accounts	31954	finan@unisa.ac.za
<i>myUnisa</i>	43582	<i>myUnisaHelp@unisa.ac.za</i>
<i>myLife</i> e-mail	43582	<i>myLifeHelp@unisa.ac.za</i>
Book request (Library)	AirPAC	vospresc@unisa.ac.za
F1 concessions		ficoncessions@unisa.ac.za

4 RESOURCES

There are different module-related resources for this module.

Joining myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is Unisa's online campus that will help you to communicate with your lecturers, with other students and with the administrative departments of Unisa – all through the computer and the internet.

You can start at the main Unisa website, <http://www.unisa.ac.za>, and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. When you are on the myUnisa website, click on the “Claim Unisa Login” at the right-hand side of the screen. You will then be prompted to give your student number to claim your initial myUnisa as well as myLife login details.

Please consult the publication *Study @ Unisa* which you received with your study material for more information on myUnisa.

Other resources – Printed support materials

Because we want you to be successful in this module, we also provide you with some of the study materials in printed format. This will allow you to read the study materials, even if you are not online.

- These printed study materials will be sent to you at the beginning of the year, but you do not have to wait to receive them to start studying – You can go online as soon as you register and all your study materials will be there. The Department of Despatch should supply you with the tutorial letters and study guide.

Note: Some of this study material may not be available when you register. Study material that is not available when you register will be posted to you as soon as possible. When you register, you will also receive an inventory letter containing information about your study

material. See also the booklet entitled *Study @ Unisa* (which you received with your tutorial matter).

- The printed materials are not something that you need to wait for before you start with the module. It is only an **offline** copy of the formal content for the online module.
- This will give you the chance to do a lot of the studying of this module **WITHOUT** having to go to the internet or to an internet cafe. This will save you money, of course, and you will be able to take as much time as you need to read -- and to re-read -- the materials and do the activities.

It is therefore very important that you log into myUnisa regularly. We recommend that you should do this at least every week or every 10 days to check for the following:

- Check for new **Announcements**. You can also set up your myLife email so that you receive the **Announcement** emails on your cell phone.
- Do the **Discussion forum** activities. For every unit in this module, we want you to share your ideas and activities with other people in your group. You can read the instructions here and even prepare your answers but you need to go online to post your messages.

We hope that this system will help you to succeed in this online module by giving you extra ways to study the materials and practice with all of the activities and assignments. At the same time, you **MUST** go online in order to complete the activities and assignments on time and to get the most from the online course.

Remember, the printed support materials are a back-up to everything that is found online, on myUnisa. There are no extra things there. **In other words, you should NOT wait for the Printed support materials to arrive to start studying.**

4.1 Prescribed books

There is no prescribed book for the module PUB1601. There is only one study guide, which will be used for both semesters

4.2 Recommended books

The following books are recommended for this module:

Thornhill, C. 2014. *Public administration and management in South Africa: A developmental perspective*. Cape Town: Oxford University Press.

Limited stocks of the recommended books are available in the Library. However, the books may be requested from the Unisa Library and you should use them when working on your assignments. The recommended book can usually be found in the Study Collection section in the Library. For library service request procedures, please consult *Study @ Unisa* brochure.

4.3 Electronic reserves (e-reserves)

The following e-reserves are available for PUB1601:

South Africa. Department of Public Service and Administration. [Prepared and co-ordinated by: Learning and Knowledge Management Unit in the Service Delivery Improvement Branch.]	2003	The machinery of government: Structure and functions of government	106 p	http://dpsa.gov.za/docs/2016/pdf
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It is important to note that as a student it is your responsibility to enrich your studies by reading as extensively as possible and to use other sources to supplement the study guide. Periodical articles can also be used as sources of information when answering your assignment and examination questions.

4.4 Library services and resources information

- For brief information, go to www.unisa.ac.za/brochures/studies
- For detailed information, go to the Unisa website at <http://www.unisa.ac.za/> and click on [Library](#).
- For research support and services of personal librarians, go to <http://www.unisa.ac.za/Default.asp?Cmd=ViewContent&ContentID=7102>.

The Library has compiled numerous library guides:

- Finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>.
- Requesting material – <http://libguides.unisa.ac.za/request/request>.
- Postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>.
- Finding, obtaining and using library resources and tools to assist in research – http://libguides.unisa.ac.za/research_skills.
- Contacting the library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>.

Additional sources

Consult *Study @ Unisa* for information regarding library requests and other Library services and procedures. You are also referred to the Unisa Library website at <http://www.unisa.ac.za/library>.

Remember, as a Unisa learner you have access to an excellent journal collection in the Library.

Internet Sources

There is no doubt that close contact between learners and lecturers at undergraduate level strengthens the learning experience. At Unisa, however, this is not always possible. We, therefore, recommend that you make use of the Internet to obtain additional information about the module. The following internet addresses are some of the most well-known addresses where information can be found:

- SA newspapers on-line : <http://www.onlinenewspapers.com>
- Private Owned website on policy, economic, and politics : <http://www.polity.org.za/>
- SA government departments/ policies and documents : <http://www.gov.za>

5 STUDENT SUPPORT SERVICES

Studying online requires particular skills of you as a student. We will deal with this matter in the following paragraphs.

What it means to study online?

This module is taught within a blended learning environment – this means that it is different from some of your other modules at Unisa.

- **This means that all your study materials and learning activities are designed to be online, on myUnisa.** Even though we give you a printed copy to support your studies, the module is designed for online.
- **This means that all of your assignments must be submitted online.** It means that you can do all your activities and submit all your assignments on myUnisa in the required format.
- **This means that all of the communication between yourself and the university also happens online** – by email and in **Discussions**. You can use all of these ways to ask questions and contact your lecturers. This also means that your lecturers will communicate with you in the same way – through emails, with **Announcements** and in **Discussions**.

The myUnisa tools you will use

The purpose of the myUnisa is to support your learning, more specifically in the online environment. If you make a regular habit of checking your module webpage, you can take full advantage of the following features:

- The **Official Study Material** tool where you will find PDF files for your tutorial letters and the study guide, if available. Any other documents provided by your lecturer will be available in the **Additional Resources** tool.
- You should look in the **Prescribed Books** tool to see if there are any prescribed texts for this module.

- The **Discussion Forums** tool wherein you will find a topic called *General Subject- Related Discussions*, is a space for you to talk with your fellow students about this course. The lecturers may include other topics and forums for you.

Other things you might find in your module webpage, include

- **Announcements:** Your lecturer may use the **Announcements** tool to inform you about special meetings, local conferences, or important course-related issues. When they put an announcement, you may also receive an email reminding you to check the website.
- **Learning Units:** Valuable information about the structure of the course has been added under **Learning Units**.
- **Glossary:** For additional support, we provided you with a glossary with many of the key concepts and terms.
- **FAQs:** Frequently asked questions that relate to the content of the course as well as the scope of the exam, have been added. You will find the frequently asked questions under **FAQs**.
- **Assessment Info:** The assignments will be routed to your lecturer who will mark it. You may be given a form to fill in or type a document, but it depends on the assignment.

As your lecturers we hope that you will take full advantage of these additional features to make your studies more exciting and successful.

Tutorial offerings

Please be informed that, with effect from 2013, UNISA offers online tutorials (e-tutoring) to students registered for modules at National Qualification Framework (NQF) levels 5, 6 and 7, which means qualifying first year, second year and third year modules.

Once you have registered for a qualifying module, you will be allocated to a group of students with whom you will be interacting during the tuition period as well as an e-tutor who will be your tutorial facilitator. Thereafter you will receive an SMS informing you about your group, the name of your e-tutor and instructions on how to log onto the myUnisa to receive further information on the e-tutoring process.

Online tutorials are conducted by qualified e-tutors who are appointed by Unisa and are offered free of charge. All you need to be able to participate in e-tutoring, is a computer with internet connection. If you live close to a Unisa Regional Centre or a Telecentre contracted with Unisa, please feel free to visit any of these to access the internet. e-Tutoring takes place on the myUnisa where you are expected to connect with other students in your allocated group. It is the role of the e-tutor to guide you through your study material during this interaction process. For you to get the most out of online tutoring, you need to participate in the online discussions that the e-tutor will be facilitating.

There are modules which students have been found to repeatedly fail, these modules are allocated face-to-face tutors and tutorials for these modules take place at the Unisa Regional Centres. These tutorials are also offered free of charge, however, it is important for you to register at your nearest Unisa Regional Centre to secure attendance of these classes.

Study groups

Many students have found that they benefit immensely from joining a study group consisting of students that are all enrolled for the same module(s). If you would like to find out whether there are other students near you who are also doing this module, please phone the Department of Student Admission and Registration. Alternatively, ask your fellow to join your group via the myUnisa discussion forum.

Please note, however, that students are only allowed to submit their own work for assignments. No group efforts will be accepted.

6 STUDY PLAN

As a student studying through an ODL (“open distance learning”) institution, you are at liberty to plan your studies in the way that best suits your needs. Therefore, the information presented below serves merely as a guideline and is not meant to be prescriptive. This guideline simply outlines the workload and may be regarded as a framework for developing your own study plan for this module. Take note that a semester is often very short, so start studying as soon as you receive your study material.

You need to spend roughly between four and eight hours of study time per week on each module. The table that follows can be used as a guideline for planning your study for this subject. We work on the principle that an assignment submitted by post will take seven working days to reach us. If you submit your assignment online then you could submit it on the closing date, allowing you additional study time.

DATE (WEEKS) (2018)	POSSIBLE PROGRAMME	TICK COMPLETED TASKS (✓)
1st Semester		
30 Jan – 10 Feb	Receive study material. Read through Tutorial Letter 101. Start reading through the study guide and relevant literature.	
13 – 24 Feb	Continue reading through your study material.	
27 Feb – 4 March	Read through your study guide in preparation for assignment 01.	
6 – 14 March	Do assignment 01 and submit to the university.	
► <u>14 March</u>	Due date for assignment 01.	
20 March – 7 April	Do assignment 02 and submit to the university.	
► <u>11 April</u>	Due date for assignment 02.	
24 – 28 April	Complete reading through your study guide.	
2 – 12 May	Revise and prepare for the May/June examination.	

DATE (WEEKS) (2018)	POSSIBLE PROGRAMME	TICK COMPLETED TASKS (✓)
May/June	Write examination. Please take note all your study material is electronically available on MyUnisa.	
2nd Semester		
3 – 14 July	Receive study material. Read through Tutorial Letter 101. Start reading through the study guide and relevant literature.	
17 – 21 July	Continue reading through your study guide and relevant literature.	
24 July – 4 Aug	Read through your study guide in preparation for assignment 01.	
7 – 25 Aug	Do assignment 02 and submit to the university.	
► 29 August	Due date for assignment 01.	
31 Aug – 19 Sept	Do assignment 02 and submit to the university.	
► 19 Sept	Due date for assignment 02.	
21 Sept – 6 Oct	Revise and prepare for the Oct/ Nov examination.	
Oct/Nov	Write examination. Please take note that all your study material is electronically available on MyUnisa.	

Use your *Study @ Unisa* brochure for guidelines on general time management and planning.

7 PRACTICAL WORK AND WORK-INTEGRATED LEARNING

There are no practicals for this module.

8 ASSESSMENT

All assessment activities during the year will be based on the following assessment plan.

8.1 Assessment criteria

Assessment criteria for learning outcome 1

- Be able to identify and explain the three divisions of government authority.
- Be able to identify and explain the three different levels (spheres) of governments.
- Ability to classify and provide examples of the types of public institutions.

- Differentiate between the division of government authority and spheres of governments.

Assessment criteria for learning outcome 2

- Be able to provide facts about public officials in the public service.
- Provide some thoughts on public officials in the public service.

Assessment criteria for learning outcome 3

- Identify the necessities for providing a public service.
- Explain who is responsible for managing public services.
- Be able to identify the skills necessary for managing public service.

Assessment criteria for learning outcome 4

- Ability to indicate whether the services are effective, efficient and economical.
- Describe if the services provided are permissible by law.

Assessment criteria for learning outcome 5

- Ability to determine what is enforceable through state authority.
- Be able to describe what is meant by protection against the abuse of power.

8.2 Assessment plan

The assessment process followed in this module is based on Unisa's assessment policy which is accessible on the Unisa website.

Purpose of assessment

The purpose of the assessment interventions (assignments and examination) is to determine learners' scientific and practical competence. Learners' ability to demonstrate a fundamental knowledge and an understanding of the structuring and functioning of public services, and have an improved insight into the practical application of the study field is assessed.

Assessment method

The assessment plan is based on two formative assessment interventions, namely two compulsory multiple choice assignments and one compulsory summative assessment intervention, namely the examination. **The third formative assessment assignment is a self-evaluation essay-type assignment which should not be submitted for marking.**

Compulsory assignments

The submission of both compulsory assignments and the marks earned will be relevant as it will prove that you are an active student and will therefore earn you admission to the examination. **Admission to the examination will be obtained by submitting the first assignment (Assignment 01).**

You will undoubtedly realise the importance of commencing your study programme in good time so that you can obtain admission to the examination and earn a good year mark.

Persons involved in the assessment process

Three different assessors are involved in the assessment process, namely the learner, the lecturer and the external assessor.

(a) Learner

In the case of the formative interventions the learner has the primary responsibility for the success of the assignments. In other words, the learner is encouraged to become an independent learner and has to check (self-assess) the contents of the assignment before it is submitted for assessment.

(b) Lecturer

The formative and summative interventions will be assessed by appropriately qualified and trained lecturing staff or marking staff. All the staff members involved in the assessment process have completed the required assessor training successfully. The marking staff assesses the work according to the learning outcomes and assessment criteria set out in the study material. The summative intervention will also be moderated by an appropriately qualified academic inside the University. All the staff members involved in the second examining process have completed the required moderator training successfully.

(c) External assessor

The summative intervention will also be moderated by a suitably qualified academic outside the University.

General remarks

The first compulsory assignment (number 01), must be submitted on or before the due date. Make sure that it is marked as "01".

The second compulsory assignment (number 02), must be submitted on or before the due date. Make sure that it is marked as "02".

It is in your own interest to retain a copy of proof that both compulsory assignments were submitted so that you can produce this in the event that there should afterwards be any dispute concerning whether or not the assignment was received.

A semester mark of 20% will contribute to your final mark. This semester mark will be based on both assignment 1 and assignment 2 and will be calculated as discussed in section 10 below.

NOTE: Enquiries about assignments must be addressed to assign@unisa.ac.za.

8.3 Assignment numbers

Important information about assignment numbers and the due dates for the assignments are provided in this section.

8.3.1 General assignment numbers

The following table contains important information about the general assignment numbers:

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
General assignment numbers	Assignment 01 (Compulsory)	Assignment 01 (Compulsory)
	Assignment 02 (Compulsory)	Assignment 02 (Compulsory)

8.3.2 Unique assignment numbers

The following table contains important information about the unique assignment numbers:

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
Unique assignment numbers	Assignment 01: 827960	Assignment 01: 771606
	Assignment 02: 890756	Assignment 02: 883066

8.4 Assignment due dates

The following table contains important information about the due dates for the assignments:

ASSIGNMENTS	SEMESTER 1	SEMESTER 2
Due dates for assignments	Assignment 01: 14 March 2018	Assignment 01: 29 August 2018
	Assignment 02: 11 April 2018	Assignment 02: 19 September 2018

8.5 Submission of assignments

You must submit assignments electronically *via* myUnisa. **We would like to encourage you to submit your assignment in a PDF format online on myUnisa, since this is an online module.**

You must submit assignments electronically *via* myUnisa. In order to qualify for an admission to PUB1601 examination, you are required to submit assignment 01. Please note that admission to PUB1601 examination by submitting assignment 01 does not depend on the marks you obtain for it. The submission of both assignment 01 and assignment 02 would improve your semester

mark. Thus, admission to the examination will be based on the submission of the first assignment (Assignment 01). No extension for submission of assignments will be granted by lecturers.

Note: Both assignments 01 and 02 consist of 20 (twenty) multiple-choice questions (MCQs) each. Multiple-choice assignments are assignments where you have to choose the best answer from several options that are given in the question. These assignments are done on a mark-reading sheet, which is then posted to the university and are marked by means of a computer. You are welcome to complete and submit your multiple-choice assignments online, using MyUnisa.

(a) How to answer multiple-choice questions

Multiple-choice assignments are assignments where you have to choose the best answer from several options that are given in the question. These assignments are done on a mark-reading sheet, which is then posted to the university and are marked by means of a computer. The multiple choice questions are based on the contents of the study guide and prescribed book.

MCQ assignments may be submitted in one of three ways: either via the Internet using myUnisa or via cellular phone or by means of a mark reading card.

To submit an assignment via myUnisa:

- Go to myUnisa at <https://my.unisa.ac.za>.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the left-hand menu.
- Click on the assignment number you want to submit.
- Follow the instructions on the screen.

To submit an assignment by means of an SMS from your cellular phone:

- Download and install the Unisa Mobile application from <https://my.unisa.ac.za/portal/pda>.
- Install and start the application on your phone.
- Select the “MCQ Assignment” option.
- Login with your myUnisa credentials.
- Select your module.
- Select the appropriate unique assignment number.
- Select appropriate answers to the assignment questions.
- Send your answers.
- Receive immediate onscreen confirmation.

Only if you do not have access to the Internet should you submit your assignment by means of a mark-reading sheet and mail it to Unisa. If you are using a mark-reading sheet, remember to:

- Use an HB pencil.
- Indicate your student number and the above-mentioned unique number on the mark-reading sheet.
- Follow the instructions for completing mark-reading sheets. Incomplete mark-reading sheets will be returned to you unmarked.
- Submit the assignment in good time. It must have reached the Unisa Main Campus by the above-mentioned date. Otherwise it might not be in time to be marked by the Assignment Section.

(b) Ethical behaviour as a student

The Department of Public Administration and Management place great emphasis upon integrity and ethical conduct in the preparation of assignments. We believe that an understanding of the vital importance of responsibility and professionalism in this regard is part of what a university education should provide. It is very important to us that all our students know how secondary material should be used and what the scholarly method of presenting and acknowledging references is. If you copy something out of a book or an article or from a website without acknowledging the source and pass it off as your own, you will be guilty of plagiarism. Assignments in which plagiarism (the unacknowledged use of secondary material) can be demonstrated will undoubtedly fail and will in all likelihood be given 0%. In effect, you are stealing something that belongs to someone else. If you paraphrase this material (i.e. change the wording slightly) or use a line of argument without acknowledging it, that also constitutes plagiarism and the same severe penalty will apply. If you make yourself guilty of plagiarism it is regarded as serious form of misconduct. The procedure in the case of a complaint of misconduct is clearly stipulated in the Student Disciplinary Code. For detailed information regarding these procedures, see *Study @ Unisa*.

8.6 The assignments

There are two multiple-choice assignments and one self-evaluation essay-type assignment set for this module.

INSTRUCTIONS:

- (1) Write the correct unique assignment number in the six blocks provided on the mark reading sheet.
- (2) Write the ordinary assignment number (01) in the two blocks provided on the mark reading sheet.
- (3) Consult *Study @ Unisa* for an example of how a computer mark-reading sheet should be filled in.
- (4) If you do not follow these instructions, the computer will reject your answer sheet and it will be returned to you unmarked. Also consult: *Study @ Unisa* when you answer multiple-choice assignments.

ASSIGNMENT 01

(SEMESTER 1)

MULTIPLE-CHOICE QUESTIONS (COMPULSORY ASSIGNMENT)

UNIQUE ASSIGNMENT NUMBER: 827960

DATE OF SUBMISSION: 14 MARCH

QUESTIONS

For each of the following questions, select the correct alternative:

1. The **monarch** is a single figure within a state in which the supreme authority is vested, for example, in the hands of a king or a queen. Monarchies such as those in medieval Europe operated on the principle of divine right, which posits that kings and queens derive their right to rule from a deity. Great Britain is a constitutional monarchy. Which one of the following functions is not regarded as a function of a monarch:
 - (1) Make all policies in the country.
 - (2) Ensure that laws made by legislators are obeyed.
 - (3) Governs the country according to statutes, decrees orders, ordinances and by-laws.
 - (4) Is the sole judge of the fair enforcement of the laws

2. The **Spirit of the Laws** (French: *De l'esprit des lois*, originally spelled *De l'esprit des loix*; also sometimes called The **Spirit of Laws**) is a treatise on political theory first published anonymously by Charles de Secondat, Baron de Montesquieu in 1748 with the help of Claudine Guérin de Tencin. In this book, they referred to the distinction between the legislative, executive and judicial functions as the *trias politica* principle. Which of the following is regarded as the main aim of this principle:
 - (1) Enhancing administrative productivity in terms of efficiency, effectiveness and the lowest cost (economy).
 - (2) Improving of parliamentary, executive and judicial control over taxes.
 - (3) Preventing the abuse of government authority.
 - (4) Developing control over cabinet ministers and senior public managers.

3. The South African government system is regarded as a **constitutional democracy**. A constitutional democracy is a system of government based on popular sovereignty in which the limits of political authority (structures, powers) are set forth in a constitution, are clearly stated and the electorate has the power to remove poor performing governments. To achieve this, it is expected of government to do the following, **EXCEPT FOR**.
 - (1) Establish popular sovereignty of the voting public.
 - (2) Controls the exercise of political power.
 - (3) Build in checks and balances in the tax system.
 - (4) Allow the voice of the people to be heard through free, fair, and relatively frequent elections.
4. All of the following are **structures of the legislative authority** in South Africa, **EXCEPT FOR**.
 - (1) Municipal Councils.
 - (2) Parliament.
 - (3) Provincial legislatures.
 - (4) Executive Council of Provinces.
5. Which one of the following is not regarded as an area of jurisdiction of the executive authority in the national sphere of government:
 - (1) Executing of national legislation.
 - (2) Enforcing of the 1996 Constitution and the law.
 - (3) Drafting of legislation.
 - (4) Developing and implementing of national policy.
6. South Africa has an independent judicial authority. The 1996 Constitution states that the judicial authority is vested in the courts, which are independent from the legislature and executive and subject to the laws of the Constitution and interprets laws. Which of the following is not regarded as part of the official structures of the court system:
 - (1) Constitutional Court.
 - (2) Electoral Court.
 - (3) Equal Court.
 - (4) Labour Court.
7. Do you agree with the statement that there are **281 municipalities in South Africa**? Do you further agree that these municipalities are grouped into Category A municipalities (eight metropolitan), Category B municipalities (a local municipality sharing municipal executive and legislative authority with a Category C municipality) and Category C municipalities (a district municipality that has municipal executive and legislative authority in an area that includes more than one municipality).

- (1) True.
- (2) False.

8. Do you agree with the following statement? The **public sector** refers to people who are employed in national and provincial departments, parastatal institutions, municipalities and any other institution receiving money from the state coffers.

- (1) Yes.
- (2) No.

9. Which one of the following terms is not associated with the concept “**representativeness**” in the public sector?

- (1) Black advancement.
- (2) Equality.
- (3) Affirmative action.
- (4) Rightsizing.

10. **Political leadership** is a concept central to understanding political processes and outcomes. It refers to the process whereby representatives in Parliament set goals for administrative institutions and make certain that executive goals are achieved. Qualities or characteristics good political leaders should possess include items such as honesty, compassion, integrity and confidence.

- (1) True.
- (2) False.

11. **Political leaders** are chosen by the public to provide direction to executive institutions. This is the person who submits the Cabinet's policy on, for example, a health issue to Parliament in the form of a white paper for consideration and discussion. Which one of the following is not regarded as a **key task of a political leader**?

- (1) Envisioning of goals (pointing in the right direction and get others moving).
- (2) Affirming values (affirmation of values held by the largest segment of constituency).
- (3) Serving as a symbol (symbolises the group's collective identity and continuity).
- (4) Ensuring all employees are doing their jobs (objectives and goals are being met or exceeded).

12. Management refers to the day-to-day activities within a public institution. Generally, these activities include advising subordinates, giving direction and monitoring the execution of actions. In the management process there are many internal and **external management tasks** necessary to provide a public service. Of the tasks listed below, select one that does not relate to an external management task:

- (1) Planning and drawing up work programmes.

- (2) Liaison with the political head.
- (3) Obtaining resources.
- (4) Liaison with legislative authority.

13. Which of the following is not regarded as a **management task of a politician?**

- (1) Ensuring that sufficient funds are available for providing public services on operational level.
- (2) Initiating the direction to be taken in delivering a particular public service.
- (3) Coordination of public policy.
- (4) Controlling the results of the implementation of public policies.

14. It is important that public service provision should be measured. There are different criteria one can use to do so. These are effectiveness, efficiency and ensuring affordability (most economical way). **What would you say is the best way to describe the effectiveness of a public service?**

- (1) The means (right techniques or methods) used to achieve the end goal.
- (2) The desired aim has been achieved.
- (3) The checking for the uncovering of what was improperly done.
- (4) The lowest cost at which a service is provided.

15. Most of the work of the National Assembly and the National Council of Provinces is done in committees consisting of members of all the political parties represented in the two houses respectively. All of the following are **types of Parliamentary committees, EXCEPT FOR:**

- (1) Portfolio committees.
- (2) Oversight committees.
- (3) Joint committees.
- (4) Motion committees.

16. Parliamentary committees have different functions. Basically they monitor, investigate, enquire into and make recommendations concerning any public institution. Which one of the following is not regarded as a **general function of a committee of Parliament?**

- (1) Initiating the need for legislation.
- (2) Monitoring the departments they oversee.
- (3) Holding public hearings.
- (4) Influencing the Provincial Legislature to pass a bill.

17. All of the following are regarded as **interdependency skills** of a public manager, **EXCEPT FOR**.

- (1) Placing everyone involved in a public service in a win-win situation.
- (2) Understanding everyone involved, as well as to make his or her own goals understood.
- (3) Bringing about synergy between the various role players.
- (4) Staring some initiative that may lead to a solution to a problem.

18. All of the following deals with the **code of conduct** for South African public servants, **EXCEPT FOR**:

- (1) An employee's relationship with the public.
- (2) An employee's relationship with other employees.
- (3) An employee's behavior in the public institution.
- (4) An employee's personal conduct and private interests.

19. The **permissibility of actions of public servants** is of major concern in the government of a country. A key guideline in this regard is the **1996 Constitution**. The Constitution provides norms for:

- (1) Ethical behavior, restrictions on individuals, prohibition of discrimination.
- (2) Codes of conduct, rules of procedure, other laws.
- (3) Transparency, responsiveness, equity.
- (4) Professionalism, accountability, effectiveness.

20. Any public function requires **authority or power to enforce obedience or compliance**. Thus, the question is where does the South African government get the authority to exercise its power? Select the option below that government can use in this regard:

- (1) The 1996 Constitution; political legitimacy.
- (2) The Labour Relations Act 66 of 1995; Public Service Regulations of 2001.
- (3) Elections; the budget.
- (4) The Public Service Act 103 of 1994; efficient service delivery.

THIS IS THE END OF ASSIGNMENT 01 FOR SEMESTER 1.

**ASSIGNMENT 02
(SEMESTER 1)**

MULTIPLE-CHOICE QUESTIONS (COMPULSORY ASSIGNMENT)

UNIQUE ASSIGNMENT NUMBER: 890756

DATE OF SUBMISSION: 11 APRIL

QUESTIONS

For each of the following questions, select the correct alternative:

1. The dominant character of the South African government system was changed in 1994 with the birth of a **constitutional democracy**. Constitutional democracy can be traced back to the American Constitution of 1787 – other countries include Germany, Canada and Namibia. The 1996 Constitution is based on the German concept of a *Rechtsstaat*. Which one of the following is not regarded as a **key element of a constitutional democracy**?
 - (1) Checks and balances in the tax system.
 - (2) Separation of government authority and judicial control over the exercise of authority.
 - (3) Constitutional protection of fundamental human rights.
 - (4) Equality before the law.
2. Do you agree with the statement that the **monarch in Britain** originally performed all government functions by itself?
 - (1) Yes.
 - (2) No.
3. Public administration as an area of undertaking can be located back to the earliest periods of human activity when people began living in organised societies. Which one of the following is not regarded as a typical role of contemporary **public administration**?
 - (1) Maintenance of stability and order.
 - (2) Institutionalisation of socio-economic change.
 - (3) Management of large-scale commercial enterprises.
 - (4) Administration and facilitation of priority skills for the economy.

4. Which one of the following people was not a **leading protagonist** of the concept “**state**”?
- (1) Henry Gantt.
 - (2) Thomas Hobbes.
 - (3) Woodrow Wilson.
 - (4) Max Weber.
5. Chapter 9 of the 1996 Constitution makes provision for **six independent state institutions to strengthen constitutional democracy**. These institutions have extensive powers. They may, for example search premises and subpoena a person to appear before such institution. Which of the following is not specified as such an institution?
- (1) Public Protector; Human Rights Commission.
 - (2) Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities; Auditor-General.
 - (3) Public Service Commission; Judicial Service Commission.
 - (4) Electoral Commission; Commission for Gender Equality.
6. The executive authority of South Africa is vested in the President, Deputy President, Ministers and Deputy Ministers. The **President has many powers and functions** he or she doesn't act together with the other members of Cabinet. Which one of the following is not specified as such a power and function?
- (1) Assenting to and signing of bills.
 - (2) Developing and implementing of national legislation.
 - (3) Receiving and recognising foreign diplomatic representatives.
 - (4) Appointing ambassadors.
7. **Popular sovereignty** of a particular country refers to the supreme authority of the voting public in that country.
- (1) True.
 - (2) False.
8. **Local government** is the sphere of government closest to the people and consists of municipalities throughout South Africa. Section 152 of the 1996 Constitution spells out specific objectives for municipalities. Which one of the following is not regarded as a typical objective of a municipality?
- (1) Provision of democratic and accountable government for local communities.
 - (2) Promotion of social and economic development for local communities.
 - (3) Participation in national, provincial and municipal development programmes.
 - (4) Promotion of a safe and healthy environment for local communities.

9. The 1996 Constitution places a high value on the promotion of **professional ethics** of public employees. Do you agree with the following definition of ethics by Jennings in Bowman (1991), namely that it "... is the exercise of a capacity to discriminate among available courses of action on the basis of interpretation of shared values in an ongoing institutional practice and in a broader form of communal life"? In other words, it refers to good and bad, and right and wrong, also morality.
- (1) Yes.
 - (2) No.
10. Any public function requires **authority or power to enforce obedience or compliance**. Thus, the question is where does the South African government get the authority from to exercise its power? Select the correct option below that government can use in this regard:
- (1) The 1996 Constitution; political legitimacy.
 - (2) The Labour Relations Act 66 of 1995; Public Service Regulations of 2001.
 - (3) Elections; the budget.
 - (4) The Public Service Act; efficient service delivery.
11. A **democracy** can be defined as a form of government in which the dominant political party is legally entrusted with power and such government displays social and moral character and automatically becomes the protector of equality and freedom to its citizens. Which option below is not regarded as a characteristic of a democracy?
- (1) Citizens are enabled to actively participate in the direction of the nation.
 - (2) Citizens are actively involved in politics and civil life.
 - (3) Citizens may select and substitute government through regular free and fair elections.
 - (4) Citizens enjoy bureaucratic independence from the dominant party democratic system.
12. The National Legislature (National Assembly) is composed of 400 members and the composition of this institution is determined by "proportional representation." All national legislative power is vested in **Parliament** which is responsible for the following responsibilities and functions, **EXCEPT FOR**.
- (1) Approving of public policies and amending of the 1996 Constitution.
 - (2) Passing of legislation and overseeing operations of the executive.
 - (3) Monitoring the work of public institutions.
 - (4) Implementing national public policies.

- 13. Cabinet forms part of the executive branch of government** and is established in terms of Section 91 of the 1996 Constitution. Different matters may be referred to the Cabinet by the President. Which of the following is not a **responsibility of the Cabinet**?
- (1) Financial proposals on the imposition of taxes and fees.
 - (2) New policies.
 - (3) Draft legislation.
 - (4) Recommendations for certain appointments in the public service.
- 14. The judiciary** is the third branch of government which interprets law in an independent way, but subject to the provisions of the 1996 Constitution. Which of the following is not specified as a **valid court** in the **South African judiciary system**?
- (1) Claims Court.
 - (2) Constitutional Court.
 - (3) High Court.
 - (4) Magistrate Court.
- 15. Chapter 9 of the 1996 Constitution** makes provision for several institutions to be playing a meaningful role in **supporting constitutional democracy** in South Africa. Which one of the following options does not refer to one of these institutions?
- (1) Public Protector; Human Rights Commission.
 - (2) Electoral Commission; Auditor-General.
 - (3) Commission for Gender Equity; Commission for the Promotion and Protection of the Rights of Cultural, Religious and Linguistic Communities.
 - (4) Ombudsman; Public Prosecutor.
- 16. Which of the following are regarded as factors necessary to provide a public service?**
- (1) Job descriptions, fair labour practices; employment contracts.
 - (2) Political leadership; funding; qualified staff.
 - (3) Dispute resolution procedures; policies; regulations.
 - (4) Leadership skills, organisational structures; budget.
- 17. Public officials often have to decide within seconds**, without consulting laws and rules, whether an action is **permissible**. What do they use to guide them? The PUB1601 study guide identifies different guidelines that may be used to assist them in this regard. Which of the following options are guidelines to be considered?
- (1) Code of conduct for public servants.
 - (2) Directives in the Public Service Act 103 of 1994 prescribing the way in which human resource matters should be managed.
 - (3) Provisions in the 1996 Constitution as protector of human rights.

(4) All of the above.

18. The term “**legitimacy**” can be best described in terms of the following:

- (1) Popular acceptance of a government institution, usually a governing law or a régime.
- (2) Justification of coercive power and with the creation of political authority.
- (3) General acceptance by society that the power of government is proper and legitimate and must be obeyed.
- (4) The right to rule - a right to issue commands and, possibly, to enforce these commands using coercive power.

19. Authors in the field identified different mechanisms to make the **role of the state tolerable**. Examples of this include the following:

- (1) Frequent elections; remedial actions by the Public Protector; regulation of government actions.
- (2) Separation of government power; free news media; a sound constitution.
- (3) Use of whistle blowers; appointment of watchdogs exposing waste and corruption; voter protest against government fraud.
- (4) Improve monitoring of public employees' behaviour; rigorous control of the budget; implementation of anti-fraudulent practices.

20. Public employees will always be held accountable for discharging their responsibilities conscientiously and with probity and integrity. One of the key role players in ensuring sound financial management in the public sector is the **accounting officer**. Which of the following most accurately describes the role of the accounting officer?

- (1) Public official in a state department who is accountable for the financial management of a municipality.
- (2) The person who has to respond to Parliamentary questions related to droughts in the country.
- (3) The person who is responsible for the administration of the budget vote or appropriation item under his/her control.
- (4) The Auditor-General who is responsible for the submission of the annual budget.

THIS IS THE END OF ASSIGNMENT 02 FOR SEMESTER 1.

ASSIGNMENT 01

(SEMESTER 2)

MULTIPLE-CHOICE QUESTIONS (COMPULSORY ASSIGNMENT)

UNIQUE ASSIGNMENT NUMBER: 771606

DATE OF SUBMISSION: 29 AUGUST

QUESTIONS

For each of the following questions, select the correct alternative:

1. The **monarch** (sovereign ruler) is a single figure within a state in for which the supreme authority is vested, for example, in the hands of a king, a queen or an emperor. Which one of the following countries can be regarded as a monarchy?
 - (1) Britain.
 - (2) Germany.
 - (3) Namibia.
 - (4) Italy.

2. The South African government system is regarded as a **democracy**. To achieve this, it is expected of government to do the following:
 - (1) Building in “checks” and “balances” in the laws of the country.
 - (2) Allowing members of society to have equal access to power structures.
 - (3) Building in control measures for the tax system.
 - (4) Receiving the support of the majority of voters during an election.

3. The 1996 Constitution states that South Africa is a constitutional democracy. The **role of Parliament** as the national legislative authority consists of the power to perform certain functions. All of the following are such functions, **EXCEPT FOR**.
- (1) Amend the Constitution – a power for which special procedures and majorities are determined.
 - (2) Assign any of its legislative powers, except the power to amend the Constitution, to any legislative institution in another sphere of government.
 - (3) Prepare and initiate legislation.
 - (4) Pass legislation on any subject matter – including a matter listed in Schedule 4 and excluding a matter listed in Schedule 5.
4. The concept “**majority government**” is best described by the following statement:
- (1) The political party winning more than 10% seats during an election.
 - (2) Facing a non-confidence vote at any time.
 - (3) The administrative unit that receives the support of the majority of the voters.
 - (4) A government formed by a governing party that has an absolute majority of seats in the legislature or parliament in a parliamentary system.
5. South Africa has an **independent judicial authority**. The 1996 Constitution states that the judicial authority is vested in the courts, which are independent and subject to the laws of the Constitution. Which of the following is not regarded as part of the official structures of the court system:
- (1) Constitutional Court.
 - (2) Supreme Court of Appeal.
 - (3) Equal Court.
 - (4) High Courts.
6. Which one of the following is not regarded as an area of jurisdiction of the **executive authority** in the **national sphere** of government:
- (1) Executing of national legislation.
 - (2) Developing and implementing of national policy.
 - (3) Drafting of legislation.
 - (4) Enforcing of the 1996 Constitution and the law.
7. Almost every textbook on **Public Administration** comprises a definition on the concept. Hence, it has become difficult to conceptualise the true content of those aspects that should be studied in the discipline. Generally, it is regarded as an institutionally directed

process concerned with organisational relationships and the complex dilemma of **integrating different areas** that relate to it. All of the following are regarded as such areas, **EXCEPT FOR:**

- (1) Citizens; structure of government, society and politics, service delivery.
- (2) Institutions, management; resources; responsibilities.
- (3) Ethics; functions and skills; techniques and values; outcomes.
- (4) Profit making; global recession; rule making; strategic planning.

8. The concept “**representativeness**” refers to:

- (1) The state of being equal.
- (2) The level of unfairness.
- (3) The point of dissimilar.
- (4) The state of evenness.

9. The concept “**constitutionalism**” refers to the following:

- (1) A political system in which decision-making power is shared among members of society.
- (2) Undertaking of political processes and managing of institutions in such a way that political norms of society are achieved which are in line with the Constitution or other legislation.
- (3) Interactions occurring among public institutions in all spheres of government in a democratic way.
- (4) A system of values, policies and institutions by which society manages its economic, political and social interactions with the state.

10. There are many **internal management tasks** (internally) necessary to provide a public service. Of the tasks listed below, select one that does not relate to an internal management task:

- (1) Leadership.
- (2) Division of work.
- (3) Planning of work programmes.
- (4) Liaison with legislative authority.

11. South African **parastatal institutions** (a company or agency owned or controlled wholly or partly by the government - also referred to as state owned enterprises) are classified into distinct categories. Which one of the following is not regarded as a parastatal institution?

- (1) Sasol.

- (2) Development Bank of Southern Africa.
- (3) Eskom.
- (4) Road Accident Fund.

12. Public management (a small but very important part of public administration) is regarded as the operational or active part of the functions of a public employee in a managerial post. The PUB1601 study guide classifies the tasks of a public manager into two categories, namely external tasks and internal tasks. Which of the following tasks are not regarded as a management task?

- (1) Leadership, division of work; planning of work programmes.
- (2) Liaison with the legislative authority; liaison with the political head; liaison with external partners.
- (3) Formulation a vision for government, submission of policies to Parliament; compilation of white papers.
- (4) Checking for end results; coordination of programmes; drawing up work programmes.

13. It is accepted that **public service provision can be measured** and there are criteria or units of measurement to do so. For example, it is important that public managers determine if the right task has been completed. In other words, that a desired aim has been achieved (effectiveness). All of the following are **criteria** that public managers can use to measure **public service provision, EXCEPT FOR.**

- (1) Increasing professionalism (doing things according to the highest moral and ethical standards).
- (2) Increasing efficiency (doing things the right way).
- (3) Increasing effectiveness (doing the right things).
- (4) Ensuring affordability (doing things at the lowest cost possible - economy).

14. Leadership is regarded as the ability to influence people to work towards attaining group or institutional objectives. In this regard, a leader has to behave proactively, purposefully and determine priorities. All of the following are regarded as **leadership skills** of a public manager, **EXCEPT FOR.**

- (1) Act proactively and in advance in terms of crises situations.
- (2) Act purposefully to ensure that the right direction is taken.
- (3) Determine priorities for every staff member in the institution.
- (4) Create a win-lose situation to a problem.

15. Integrity, accountability and responsiveness are some of the most prominent **ethical values** in the field of public administration. Which one of the following statements best describe the term “**ethics**”:

- (1) The evaluation and application morality through philosophical attitudes, beliefs, standards and rules.
- (2) Interpretation of shared values.
- (3) Capacity to discriminate among available courses of action.
- (4) Motivation of public employees to be good and virtuous.

16. The 1996 Constitution is very clear about the **permissibility of actions of public servants**. A key guideline in this regard is stipulated in Chapter 10. In this regard, the Constitution provides norms for:

- (1) Ethical behaviour, restrictions on individuals, prohibition of discrimination.
- (2) Codes of conduct, rules of procedure, other laws.
- (3) Transparency, responsiveness, equity.
- (4) Professionalism, accountability, effectiveness.

17. **Government** has the **authority to enforce its rules**. This is also one of the key requirements for a state in a modern democracy. Rules imply that citizens may be regulated in different ways. Select the option below that government can use in this regard:

- (1) Regulation of income tax; ensure obedience by law.
- (2) Financial control measures; impose loyalty by force.
- (3) Compulsory school attendance; use of authority by a government position.
- (4) All of the above.

18. Which of the following most accurately describes the meaning of the term “**state**”?

- (1) The supreme power of authority.
- (2) Agreement between parties forming a “social contract.”
- (3) Institution or set of institutions that applies sovereign political authority within a geographically defined territory.
- (4) A set of mutually dependent institutions positioned in a manner that constructs a unified whole.

19. The **executive authority** is vested in the President, the Deputy President and the Cabinet and is empowered to:

- (1) Implement legislation made by the legislative authority.
- (2) Develop and implement public policy for the main functions of government.
- (3) Direct and coordinate the work of government departments.
- (4) All of the above.

20. The **Constitutional Court** is the highest court for constitutional matters. It is supervised by a maximum of 11 judges. Which of the following is regarded as the **main role** of this court:

- (1) Guarantees the basic rights and freedoms of all persons.
- (2) Decides upon disputes among organs of state in the national and provincial spheres of government.
- (3) Promulgates any national or provincial bill or act.
- (4) Certifies provincial constitutions.

THIS IS THE END OF ASSIGNMENT 01 FOR SEMESTER 2.

ASSIGNMENT 02
(SEMESTER 2)

MULTIPLE-CHOICE QUESTIONS (COMPULSORY ASSIGNMENT)

UNIQUE ASSIGNMENT NUMBER: 883066

DATE OF SUBMISSION: 19 SEPTEMBER

QUESTIONS

For each of the following questions, select the correct alternative.

1. The South African government system is regarded as a **constitutional democracy**. To achieve this, it is expected of government to do the following, **EXCEPT FOR**.
- (1) Establish popular sovereignty of the voting public.
 - (2) Consult the voters on issues of national importance.

- (3) Build in checks and balances in the tax system.
 - (4) Receive the support of the majority of voters during an election and governs the country.
2. The French philosopher **Montesquieu**, in his book *The spirit of laws published in 1748*, called the distinction between the functions between the legislature, executive and judiciary, the *trias politica* principle. Which of the following is regarded as the **main aim** of this principle:
- (1) Enhancing administrative efficiency.
 - (2) Improving of parliamentary control over taxes.
 - (3) Preventing the abuse of government authority.
 - (4) Developing control over cabinet ministers.
3. Section 91 of the 1996 Constitution stipulates that the President appoints the **Deputy President** who must assist the President in the handling of government affairs. Specific **executive functions** are assigned to the Deputy President in this regard. Which one of the following is not such a function?
- (1) Leads government matters in the National Assembly and the National Council of Provinces.
 - (2) Represents Cabinet in Parliament.
 - (3) Appoints commissions of enquiry.
 - (4) Consults with the Chief Whip of the majority political party on the programme of Parliament.
4. **Political leadership** refers to the direction (vision, mission, objectives, strategies, plans and programs) taken in providing public services to the citizenry.
- (1) True.
 - (2) False.
5. The concept “**majority government**” is best described by the following statement:
- (1) The political party winning more than 10% seats during an election.
 - (2) Facing a non-confidence vote at any time.
 - (3) The administrative unit that receives the support of the majority of the voters.
 - (4) A government formed by a governing party that has an absolute majority of seats in the legislature or parliament in a parliamentary system.
6. The judicial branch of government is the third part of the *trias politica*. South Africa has an independent **judicial authority**. Independence implies that the courts must apply the law impartially. Of the **factors** listed below which one is regarded as the most important factor contributing to the independence of the judiciary:
- (1) Appointment procedure for judges.

- (2) Interpretation of constitutional requirements.
- (3) Establishment of the Equal Court.
- (4) Decision upon disputes among the national and provincial spheres of government.

7. Do you agree with the following statement:

The **term “public administration”** (lower case) refers to the activities performed by public employees in managerial posts when they contribute to functions such as policymaking, are involved in human resource management tasks and exercise control measures in the public institution they are employed.

- (1) Yes.
- (2) No.

8. **Popular sovereignty** of a particular country refers to the supreme authority of the voting public in that country.

- (1) True.
- (2) False.

9. The concept “**state**” is best described by the following statement:

- (1) An internationally recognised, demarcated territory with borders consisting of a permanent population managed by an independent government.
- (2) A public entity exercising legislative, executive and judicial authority over state departments.
- (3) A public entity exercising legislative, executive and judicial authority over provincial administrations.
- (4) A partnership of public institutions representing the values of society in partnership among three spheres of government.

10. There are many **internal management tasks** necessary to provide a public service. Of the tasks listed below, **select one** that does not relate to an internal management task:

- (1) Leadership.
- (2) Division of work.
- (3) Planning of work programmes.
- (4) Liaison with legislative authority.

11. In the South African public service, the directors-general of state departments are accountable as **accounting officers** to Parliament or the provincial legislators for their particular departments. Which one of the following functions is regarded as a function of the accounting officer:

- (1) Administration of the budget vote or appropriation item under his or her control.
- (2) Provision of financial information to operational managers.

- (3) Monitor expenditure in relation to budget objectives.
- (4) Prepare monthly financial reports for Parliament.

12. The **monarch** is a single figure within a state in for which the **supreme authority** is vested, for example, in the hands of a king or a queen. Which one of the following functions is not regarded as a function of a monarch:

- (1) Make al laws in the country.
- (2) Ensure that laws made by legislators are obeyed.
- (3) Governs the country according to laws.
- (4) Is the sole judge of the fair enforcement of the laws.

13. When thinking of **ethics** in public service provision, one has to consider the relationship between different **role players** involved. Which one of the following is not regarded as a key role player in this regard:

- (1) Executive political office-bearer.
- (2) Legislator.
- (3) Public official.
- (4) Administrator.

14. The term “**democracy**” is derived from the Greek words “demos” (the people) and “kratos” (authority). All of the following are characteristics of a democracy, **EXCEPT FOR**:

- (1) A conflict-resolution process in which individuals can debate opposing views and vote on the issues with the majority vote as prevailing.
- (2) A political system in which decision-making power is widely shared among members of society.
- (3) A system of government in which ultimate political power rests with the public at large.
- (4) Union representatives making decisions on behalf of employees.

15. The National Legislature (National Assembly) is composed of 400 members and the composition of this institution is determined by “proportional representation.” All national legislative power is vested in Parliament which is responsible for the following responsibilities and functions, **EXCEPT FOR**.

- (1) Approving of public policies and amending of the 1996 Constitution.
- (2) Passing of legislation and overseeing operations of the executive.
- (3) Monitoring the work of public institutions.
- (4) Implementing national public policies.

16. All of the following are **criteria** that public managers can use to **measure** public service provision, **EXCEPT FOR**.

- (1) Increasing professionalism.

- (2) Increasing efficiency.
- (3) Increasing effectiveness.
- (4) Ensuring affordability (economy).

17. Constitutional law is that type of law which is contained in a country's **constitution**, more particularly law related to the basic functions and powers of government. Which one of the following statements **best describes a constitution**:

- (1) Definite rules by the government.
- (2) Operation of political processes based on the norms of society.
- (3) The framework of government and the nature and extent of governmental authority.
- (4) Basic institutional arrangements and powers of government and rights of citizens.

18. Integrity, accountability and responsiveness are some of the most prominent **ethical values** in the field of public administration. Which one of the following statements **best describes** the term "**ethics**"?

- (1) The evaluation and application morality through philosophy attitudes, beliefs, standards and rules.
- (2) Interpretation of shared values.
- (3) Capacity to discriminate among available courses of action.
- (4) Motivation of public employees to be good and virtuous.

19. Public officials often have to decide within seconds, without consulting laws and rules, whether an action is **permissible**. What do they use to guide them? The PUB1601 study guide identifies five guidelines that may be used to assist them in this regard. Which of the following options are guidelines to be considered?

- (1) Code of conduct for public servants.
- (2) Directives in the Public Service Act 103 of 1994 prescribing the way in which human resource matters should be managed.
- (3) Provisions in the 1996 Constitution as protector of human rights.
- (4) All of the above.

20. Authors in the field identify different **mechanisms** to make the role of the state tolerable. Examples of this include the following:

- (1) Frequent elections; remedial actions by the Public Protector; regulation of government actions.
- (2) Separation of government power; free news media; a sound constitution.
- (3) Use of whistle blowers; appointment of watchdogs exposing waste and corruption; voter protest against government fraud.

- (4) Improve monitoring of public employees' behaviour; rigorous control of the budget; implementation of anti-fraudulent practices.

THIS IS THE END OF ASSIGNMENT 02 FOR SEMESTER 2.

SELF-EVALUATION ASSIGNMENT 03 (SEMESTER 1 AND SEMESTER 2)

This is a **self-evaluation ESSAY-TYPE ASSIGNMENT** and should not be submitted for **marking** to your lecturers.

ASSIGNMENT TOPICS:

FIRST SEMESTER:

Write an essay on the composition of the executive authority at national, provincial and local spheres of government.

SECOND SEMESTER:

Write an essay on the composition of the legislative authority at national, provincial and local spheres of government.

No due date is set for this assignment since it is a self-assessment assignment.

Type an essay-type assignment between five to eight pages (excluding the cover page and list of sources) on the above topic. Please include an appropriate title page, Table of contents and Bibliography with at least seven sources. It is further very important that you use the Harvard Method of referencing.

NB: Read Tutorial Letter PASALLP/301 for guidance on the technical requirements for assignments. Please note that the length of the assignment answer should be restricted to a maximum of 8 typed pages (1½ spacing) excluding the title page, table of contents and list of sources.

DO NOT SEND ASSIGNMENT 03 TO UNISA! IT IS FOR SELF-ASSESSMENT PURPOSES ONLY.

8.7 Other assessment methods

Not applicable.

8.8 The examination

Use your *Study @ Unisa* brochure for general examination guidelines and examination preparation guidelines.

Examination admission

The submission of both compulsory assignments and the mark earned will be relevant as it will prove that you are an active student and will therefore earn your admission to the examination. Admission will be obtained by submitting the first assignment (Assignment 01). Late submission of this assignment will result in you not being admitted to the examination.

Semester mark calculation:

NOTE: The sub-minimum to pass the examination is 40%. The final mark required to pass the module must be at least 50%.

EXAMPLE:

Semester mark calculation:

50% of assignment 01 + 50% of assignment 02 = semester mark, for example:

Mark obtained for assignment 01: 60% [50% of 60% = 30]

Mark obtained for assignment 02: 80% [50% of 80% = 40]

By adding the totals of the above calculations the semester mark is determined. In this instance, $30 + 40 = 70\%$.

Final mark calculation:

20% of semester mark + 80% of examination mark = final mark, for example:

Semester mark: 70% [20% of 70% = 14]

Examination mark: 60% [80% of 60% = 48]

By adding the totals of the above calculations the final mark is determined. In this instance, $14 + 48 = 62\%$.

Format of the examination paper

We wish to mention at this stage that the PUB1601 examination will consist of a two-hour paper.

THERE WILL BE FOUR (4) QUESTIONS ASKED OF WHICH YOU MUST ANSWER ALL FOUR (4) QUESTIONS. Each question will count 25 marks, **BUT** may be subdivided, for example, 15 marks and 10 marks = 25.

The examination in this module takes place during May/June first semester and Oct/Nov second semester. Additional sources and previous examination papers will/might be sent to you later in the semester.

In your preparation for the examination you should take note of the questions mentioned in your study guide as self-evaluations questions. These questions serve as indications of the type of questions that may be asked in the examination. Please bear in mind that some of the questions will not be asked exactly in the same way as it appears at the end of the themes in your study guide. Further, the assignment topics should serve as a guideline when preparing for the examination.

Final examination dates will be provided to you by the Examination Section later in the year. The examination for Module PUB1601 consists of ONE paper of TWO hours. In your preparation for the examination you should study all units in the study guide.

9 FREQUENTLY ASKED QUESTIONS

We receive many enquiries from students asking the same questions over and over again. We have, therefore, decided to include these frequently asked questions in this tutorial letter.

I have not yet received my study material or misplaced it. Could you please mail or fax me a copy?

Study material is kept at a different department, namely *Despatch*. Please consult the *Study @ Unisa* brochure. Ask whether the specific item has been despatched. If it has been despatched and you have not received it after a reasonable period of time, ask for another copy to be despatched to you. Do not to contact your lecturer for despatch matters. Please take note that you can also find your study material in electronic format on myUnisa.

I would like to do some additional exercises. Could you provide me with tutorial letters from previous years?

Owing to limited storage space at Unisa, no tutorial letters from previous years are kept or made available to students.

What do I do if I experience problems with the content of the study material?

Contact your tutor or lecturer responsible for the module. Please do not hesitate to contact us. You can phone your lecturer during official office hours (not evenings), make an appointment to come and see us personally, write a letter or send an e-mail. Alternatively you can post your problem on the myUnisa discussion forum.

My assignment is late because ... Can I submit it at a later date?

It is your responsibility to ensure that your assignment reaches Unisa's main campus on/or before the due date. Multiple-choice assignments are marked by a mark-reading device on a fixed date as specified in advance in the planning schedule of the Assignments section. Hence, multiple-choice assignments submitted after the due date will not be marked.

10 SOURCES CONSULTED

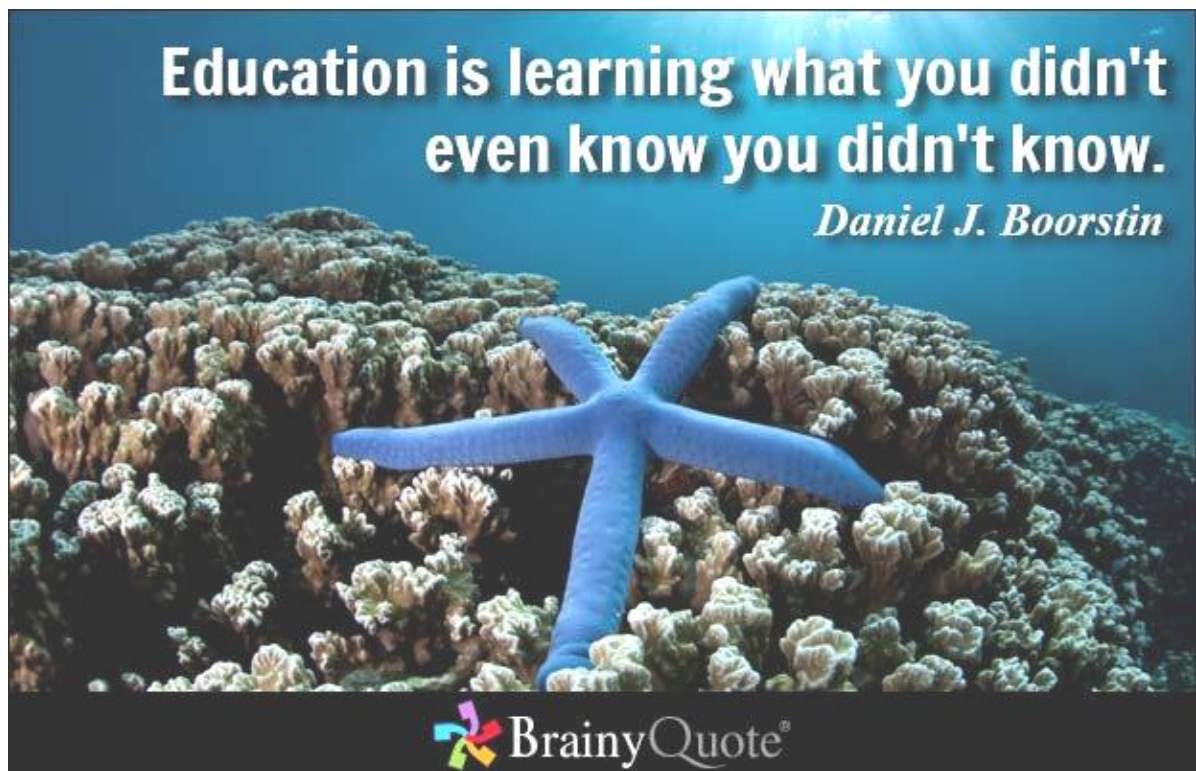
Not applicable.

11 IN CLOSING

Study the module and revise through the self-evaluation questions. All units are important for examination.

Enjoy this module and do your best to make the study worthwhile and rewarding.

Best wishes with your studies.



Prof EJ van der Westhuizen

(Module Leader)

Telephone : (012) 429-6246

Email address : vdwesej@unisa.ac.za

12 ADDENDUM

MyUNISA TOOLS FOR PUB1601

The purpose of myUnisa is to support your learning, more specifically in the online environment. If you make a habit of regularly checking your module web page, you can take full advantage of the features explained in this section.

Assignments

It is recommended that you submit your assignment online via the **Assessment Info** tool. This tool allows you to submit assignments and monitor your assessment results.

- To start the process, click on the **Assessment Info** option.

Please remember that the **Resubmit** feature is OPTIONAL; you do not have to resubmit if you do not want to.

Announcements

Your lecturer may use the **Announcements** tool to inform you about important discussions, reminders, or other course-related issues. When a lecturer puts an announcement on the website, you may also receive an e-mail reminding you to check the website. In addition, the most recent announcements will be displayed on the **Home** page. The announcements for this module relate to the forums and topics created under the **Discussion Forums** tool.

- To view all the announcements, click on the **Announcements** option.

Official study material

You will find **.pdf** files of your tutorial letters and previous examination papers, if available, under **Official Study Material**.

- To view or download the available files, click on the **Official Study Material** option.

The following study materials are available:

STUDY MATERIAL	<ul style="list-style-type: none"> • Tutorial Letter 101 (Both) for PUB1601 • Tutorial Letter 201 (Both) for PUB1601 • Tutorial Letter 301 (Both) for PASALLP
PREVIOUS EXAMINATION PAPERS	<ul style="list-style-type: none"> • Examination Question Paper 1 May/June 2016 (English) • Examination Question Paper 1 October/November 2016 (English) • Examination Question Paper 1 May/June 2017 (English)

Additional resources

The **Additional Resources** option allows you to access different types of resources relevant to your studies, such as links to articles on protection services, assessment rubrics, PowerPoint presentations and other information. These additional resources will support your learning, and new resources might be uploaded during the semester.

Learning units

Valuable information about the structure of the course is added under **Learning Units**. This option is the one that you will use most often. Here you will find content supporting the learning outcomes. The **Learning Units** option also provides information on learning activities, assessments and links to other valuable resources. Please note that the **Learning Units** option will be used in conjunction with your printed study guide.

- To view and print the online study guide, click on the **Learning Units** option.

Frequently asked questions (FAQs)

Frequently asked questions that relate to the content of the course as well as the scope of the examination have been added. You will find the frequently asked questions under **FAQs**. These are grouped in various categories ranging from assessment matters to technical issues. If you have any queries about the module, start by consulting the **FAQs**. Should you not find an answer to your question, you are most welcome to contact us.

- To access the frequently asked questions, click on the **FAQs** option.

The following frequently asked questions are listed:

CATEGORY	FAQS: QUESTIONS AND ANSWERS
PRACTICAL INFORMATION	Question: How do I contact my lecturers? Answer Module leader: Prof EJ van der Westhuizen Tel: +27 12 429 6246 E-mail: vdwesej@unisa.ac.za
PRACTICAL INFORMATION	Question: How do I interact with my fellow students? Answer Students can interact through the Discussion Forums on myUnisa or study groups if they wish, but group work is not allowed. Students must not submit group assignments or work. You will not earn any marks for group work.
ASSIGNMENTS AND ASSESSMENTS	Question: Are there any assignments in the module? Answer You are required to submit two compulsory assignments for the module PUB1601, namely Assignments 01 and 02.

CATEGORY	FAQS: QUESTIONS AND ANSWERS
	Please note that, although both Assignments 01 and 02 are compulsory, admission to the examination will be based on the submission of Assignment 01. Therefore, please ensure that Assignment 01 reaches the University before or on the due date. Although you will be admitted to the examination through the submission of Assignment 01, your marks for Assignments 01 and 02 will be used to determine your semester mark.
ASSIGNMENTS AND ASSESSMENTS	<p>Question: Please explain the assessment plan for this module.</p> <p>Answer</p> <p>Assessment consists of two compulsory assignments as formative assessments that will contribute equally towards the year mark. These assignments will be administered in accordance with a blended mode of online learning and will collectively contribute 20% towards the final mark. A compulsory summative assessment in the form of a venue-based examination will constitute 80% of the final mark.</p>
COURSE CONTENT	<p>Question: Where do I obtain my course material?</p> <p>Answer</p> <p>Go to Official Study Material and find .pdf files for your tutorial letters. Any other documents are available under the Additional Resources option.</p>

Schedule

The **Schedule** option will show you your official assignment and examination dates. This option displays the dates of the compulsory assignments and examinations. The calendar on the homepage will also display all the dates of the various learning activities captured in the schedule. To access the information on scheduled events, click on the date in the calendar (which will be highlighted and underlined if activities are scheduled for that day), or click on the **Schedule** option in the navigation bar, which gives you the option to view the calendar by week, month or year. You can also use the **Schedule** option to help you plan and manage your time so that you can keep up with the various learning activities for this module.

- To view or print the important dates, click on the **Schedule** option.

Discussion forums

The **Discussion Forums** option is used mainly for interactive discussions and activities relating to the various topics and themes associated with the field of protection services. The forums and topics are created to assist and support you in mastering the learning outcomes. Participating in the discussions will also help you to be better prepared for the assignments.

The module site contains a variety of discussion forums. There are forums where you can meet and chat with your fellow students. The lecturer may include other topics and forums for you.

- To take part in the online discussions, click on the **Discussions Forums** option.

Glossary

The **Glossary** option allows you to access an alphabetical list of terms/terminology, usually specialised terms and their definitions, which are related to the field of protection services in public administration. If you do not understand the meaning of the word or concept used in this discipline, select the **Glossary** option for assistance.

- To view the definitions of key concepts used in this module, click on the **Glossary** option.

The glossary for the module appears at the end of the study guide.