



## education

Department:  
Education  
**PROVINCE OF KWAZULU-NATAL**

**BUSINESS STUDIES**  
**TERM ONE**  
**HUMAN RESOURCES MONTHLY TEST**  
**GRADE 12**  
**07 FEBRUARY 2026**

Stanmorephysics.com

**Marks: 100**

**Time: 60 minutes**

### **INSTRUCTIONS AND INFORMATION**

1. This question paper consists of THREE sections.

SECTION A: COMPULSORY

SECTION B: Consists ONE question

SECTION C: Consists of ONE question.

2. Number the answers correctly according to the numbering system used in this question paper. No marks will be awarded for answers that are numbered incorrectly.

3. Except where other instructions are given, answers must be in full sentences.

4. Write neatly and legibly.

## SECTION A (COMPULSORY)

### QUESTION 1:

- 1.1 Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1.1–1.1.10) in the ANSWER BOOK, for example 1.1.11 B.
- 1.1.1 Practical training opportunities that can lead to a recognised occupational qualification
- A Internship
  - B Learnership
  - C Apprenticeship
  - D In serve training
- 1.1.2 This Act provides for the principles of collective bargaining
- A Basic Condition of Employment Act
  - B Employment Equity Act
  - C Labour Relations Act
  - D Consumer Protection Act
- 1.1.3 The purpose of the Employment Equity Act is to...
- A employ people of diverse backgrounds
  - B encourages consultation between employers and employees.
  - C promotes safety in the workplace
  - D promote employees right in the workplace
- 1.1.4 Which of the following statements does not form part of parental leave?
- A Parental
  - B Adoption
  - C Commissioning parental
  - D Maternity
- 1.1.5 Sam Manufactures complied with the ... when he ensured that all his workers wear the protective clothing gear in the workplace.
- A Employment Equity Act
  - B Broad Based Black Economic Empowerment
  - C Compensation for Occupational Injuries and Diseases Act
  - D Labour Relations Act
- 1.1.6 The process of matching a new employee's skills and abilities with the requirements of a job:
- A Selection
  - B Job analysis
  - C Placement
  - D Recruitment

1.1.7 The ... outlines the minimum requirements that a human resources manager must consider when a salary package is offered to a new employee.

- A Skills Development Act
- B Labour Relations Act
- C Employment Equity Act
- D Basic Conditions of Employment Act

1.1.8 Gerald lost his job at Green Industries, therefore he is entitled to claim from the ... Fund.

- A Road Accident
- B Compensation
- C Unemployment Insurance
- D Medical Aid

1.1.9 The process of choosing the five most suitable candidates for the job is known as ...

- A shortlisting.
- B recruitment.
- C reference checking.
- D interview.

1.10 Joseph has just been appointed as the maintenance supervisor at Blue Beach Hotel. He will receive the policies and procedures which will be included in the... programme.

- A placement
- B induction
- C recruitment
- D screening

(20)

**TOTAL SECTION A: [20]**

## **QUESTION 2: BUSINESS OPERATIONS**

2.1 Name any FOUR aspects that should be included in an employment contract. (4)

2.2 Elaborate on the difference between salary determination methods. (6)

2.3 Explain the reasons for the termination of an employment contract. (6)

2.4 Read the scenario below and answer the questions that follow.

### **IKUSASA TRADING LTD (ITL)**

Ikusasa Trading Ltd recently advertised the position for a financial manager on their notice board in order to find a suitable candidate.

2.4.1 Name the recruitment method used by ITL in the scenario above. (2)

2.4.2 Discuss the impact of the recruitment method stated in QUESTION

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- 2.4.1 on businesses. (6)
- 2.5 You have appointed a new employee who needs to be inducted.
- 2.5.1 State FOUR aspects that should be included in an induction programme. (4)
- 2.5.2 Outline the benefits of induction for businesses. (6)
- 2.6 Explain the placement procedure as a human resource activity. (6)

**TOTAL SECTION B: [40]**

### **SECTION C**

#### **QUESTION 4: BUSINESS OPERATIONS (HUMAN RESOURCES FUNCTION)**

Delta Manufacturers has a vacancy for a sales executive. The human resources manager implemented the selection procedure after compiling a job analysis. Prospective candidates were invited for an interview. Fringe benefits were offered to the successful candidate.

Write an essay on the activities of the human resource function in which you include the following aspects:

- Outline the selection procedure as a human resource activity.
- Explain the TWO components of job analysis.
- Discuss the role of the interviewer during the interview.
- Evaluate the impact of fringe benefits on Delta Manufacturers as a business.

**[40]**

**TOTAL SECTION C: 40**  
**GRAND TOTAL: 100**