

INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE



ASSIGNMENT BOOKLET

DIPLOMA SUBJECTS

OCTOBER 2017

***N.B. ALL ASSIGNMENTS SHOULD BE TYPED**

Assignment Submission Deadline for students writing October 2017 Examinations is Tuesday 25 July 2017.

*Payment for annual subscription and for modules in each subject to be submitted and assignment must be received by IPMZ **before** assignment is submitted for marking, of which failure to do as such, will mean that your assignment will not be marked.*

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ASSIGNMENTS AND EXAMINATIONS INSTRUCTIONS

Please note that the final examination mark will be an aggregate of Assignments and Examinations marks.

- **Assignments** : Will contribute 30%
- **Examinations** : Will contribute 70% to the final examination pass mark
- Answer any **TWO (2) Assignments** questions per subject.
- The assignment should be **about 1 500 words** in length. Some answers should be brief where required.
- **All Assignments To Typed, font size 12**
- **Margins** : **2 cm**

Important Notice to Students

PLAGIARISM OF ASSIGNMENTS

Students Please Note that Plagiarism of Assignments is not Allowed nor Tolerated.

While students are allowed to study and discuss the study materials/assignment questions with others and/or with the tutors; but ultimately the assignment to be submitted should contain one's own thoughts and research findings and understanding of the subject matter. **Submitting an assignment copied word by word with another person is considered plagiarism and is not acceptable.**

IPMZ is a professional body, and as such we cannot be seen to be condoning behaviour which is completely at variance with our code of ethics. We expect our members to behave in an ethical and professional manner as representatives of the HR profession.

Please be advised that if an Assignment is deemed to have been Plagiarised, the following will happen:-

- A) Suspension from writing the examination/s in the Assignment/s proven beyond reasonable doubt to be plagiarized.
- B) Forfeiting of the examination fees paid for the subject/s.
ALL assignments submitted will not be marked. Writing of examinations on the other subjects will be allowed but will be marked out of 70%.
- C) Resubmission of the assignments in the subject/s if and when one decides to register for future examinations.

PLEASE NOTE THAT NO CORRESPONDENCE SHALL BE ENTERED INTO AND NO FURTHER REDRESS SHALL BE PERMITTED

1. The classical or traditional school which originated in the 1920's saw management as a specialised function which was distinguishable from the operating or technical work that a manager did. It was based on a set of well-defined concepts and principles. Restate these principles at the same time expounding on their relevance to the present day management practices. [25]

2. In administering discipline and penalising employees, management must seek to achieve two objectives, namely; preserving the interests of the organisation as a whole and protecting the rights of individuals. To do this, the disciplinary code must be based on clearly defined principles. Discuss fully the principles of administering code of conduct. [25]

3. (a) What are the five common types of fatigue? [5]
(b) Is there anything called work satisfaction? Discuss with full justification of your proposition. [10]
(c) Do pay structures work in Zimbabwe? Discuss. [10]

4. (a) Briefly explain the essence of job ranking/comparison. [5]
(b) Discuss any advantages and disadvantages of job ranking/comparison. [8]
(c) Outline any four training techniques that you are familiar with. [12]

1. Write briefly on the following concepts:-
 - (a) Psychological Contract [5]
 - (b) Cognitive Dissonance [5]
 - (c) Salaries and Benefits for employees in Zimbabwe (Current) [5]
 - (d) Cash shortages and employee loyalty [5]
 - (e) Sitting by Nellie (impact on retention) [5]

2. Genetic testing can assist in the recruitment and selection process through the identification of corrupt or bad apples from the society and other organisations. Comment on this statement. [25]

3. Reference checks are now riddled with corrupt tendencies given the economic turbulence that Zimbabwe is experiencing. Discuss. [25]

4. Discuss the motivational strategies that can be employed to retain staff especially new and young employees that are joining the public sector which is already prone to high corruption levels. [25]

1. When conducting a medical need analysis for an industrial health programme (Plan of Operation) we must focus on three major areas. Briefly discuss the key points to be considered when preparing a Plan of Operation for an industrial health program. [25]

2. According to Miner progressive rehabilitation involves a number of aspects briefly explain the aspects using practical examples. [25]

3. ILO in collaboration with the Ministry of Labour and Social Welfare established a Drug and Alcohol Resource Centre in Zimbabwe in 1989. Critically discuss the work place initiatives and preventive measures that were implemented in order to fight the problem of alcohol and drug abuse. [25]

4. Critically discuss the causes and preventive measures of the following hazards found at the workplace:-

 - (a) Engineering hazards
 - (b) Biological hazards
 - (c) Chemical hazards
 - (d) Psychological hazards

1. Describe the seven factors which must be considered when deciding a reward management programme in an organisation. [25]

2. Outline five factors which have to be present before an incentive wage payment can be utilized. [25]

3. Examine any ten benefits of the Balanced Score Card system to the organisation. [25]

4. Explain the seven main forces which compel companies to provide and increase fringe benefit programmes. [25]

1. Examine the characteristic of three types of trade unions that are found in Zimbabwe. [25]

2. Discuss four major challenges of the system within which trade unions operate in Zimbabwe. [25]

3. Discuss the effect on employment relations of four major changes that have taken place in Zimbabwe's since independence. [25]

4. With the aid of examples, examine any four stages that a human resources practitioner would go through in preparing a policy document on employment relations. [25]

1. Analyse critically the reasons why some organisations fail to perform training evaluation. [25]

2. Justify the need for maintaining an effective training records system in your organisation. [25]

3. Assess the role of Line Managers in Training and Development in your organisation. [25]

4. Examine the major causes of performance problems in your organisation. [25]

1. Evaluation is a process. Citing examples from your organisation, demonstrate how this is implemented in your organisation. [25]

2. Diagrams and motion pictures can explain more than written words. Discuss. [25]

3. Validity, reliability and usability of a test are very useful criteria. Elaborate. [25]

4. According to Knowles (1998), the trainer must understand the dynamics of adult learning principles. Support this assertion using practical examples. [25]

1. Evaluate the effectiveness of the management games method in your organisation. [25]

2. Discuss ways that can be used to make lectures interesting and worthwhile. [25]

3. Distinguish between test validity and reliability. [25]

4. Examine the major features of andragogy. [25]

1. Discuss the impact of HIV and AIDS in your organisation or any other that you are familiar with. [25]

2. Companies differ in their strategies but their strategic components are similar. Develop the strategic components of an organisation giving examples from your workplace. [25]

3. Identify those principles which separate SBUs, highlighting the planning matters that pre-occupy their top management. [25]

4. Highlight the positive influences benefited by organisations that practice effective workshop planning. [25]

- 1.** Interpret the principles of natural justice and show how they should be observed at the workplace. **[25]**

- 2.** Workers' leaders need to understand that the workers are diverse and different in many ways. Describe what diversity entails and how these differences can be accommodated in leadership. **[25]**

- 3.** Justify the need for an employment contract from the employer's and employee's point of view using Zimbabwean Labour Law. **[25]**

- 4.** Criticise the failure by some employers in their duty to respect an employee's right to fair labour standards especially in the commercial industry. **[25]**

1. Discuss the principles of any good law. How far are these principles applicable to the Zimbabwean Legal environment? [25]

2. Customary law is one of the major sources of Zimbabwean law. How far is customary law recognised by our local court system as a source of law? [25]

3. Explain how personal rights arise. [25]

4. Explain the caveat *subscriber rule* citing relevant case law. Under what circumstances can it be said not to apply? [25]

1. (a) Describe the Desk Top Publishing System [5]
(b) Examine the advantages of a SSC in your organisation. [20]

2. (a) Analyse the types of computer viruses [10]
(b) As a manager, why would you recommend your institution to opt for cloud computing. [15]

3. (a) Explain any five components of project management. [10]
(b) Discuss the roles of Chief Information officer in an organisation. [15]

4. (a) Compare and contrast the following network topologies:
Star, bus and ring [15]
(b) Of the three types of network topologies star, bus and ring, which one would you recommend for implementation in your organisation? Justify your choice. [10]

1. Zooloo Car Dealers

Zooloo are well established car dealers on Jaison street. Their draft account for the year ended 31 March 2008 show a net profit of \$90 000 which they feel was lower than expected and ask you their accountant to investigate.

You discover the following:-

- (i) Discount received in August 2008 of \$2 100 have been credited in error to purchases.
- (ii) A debt of \$3 000 due from Francis & Co. was written off as irrecoverable in December 2007. Since preparing the draft account Francis & Co has settled in debt in full.
- (iii) The company's main warehouse was burgled in June 2007, when goods costing \$200 000 were stolen. This amount has been shown in the draft accounts as an overhead item. "Loss due the burglary". Although the insurance company denied liability originally, in recent days, the decision has been changed as they have agreed to pay \$14 000 as settlement.
- (iv) On 1 January 2008 a Honda fit car, which had cost \$18 000 was taken from the showroom for use by one of the sales representatives whilst on business. The price tag on this vehicle in the showroom was \$24 000. The transfer has not been effected in the books although the car was not included in the trading stock valuation at 31 March 2008. The business provides for depreciation on motor vehicles at the rate of 25% of the cost of all vehicles held at the end of each financial year.
- (v) A Toyota Camry bought from Kamunga Transport on 30 March 2008 at a cost of \$12 000 was not recorded in the books until April 2008. Although unsold on 31 March 2008, the car in question was not included in the stock valuation at the date.
- (vi) The business is hoping to market a new car accessory in July 2008. The new venture is to be launched with an advertising campaign commencing in April 2008. The cost of the campaign is \$50 000 and this had been debited in the profit and loss account for the year ended 31 March 2008 and is included in current liabilities as a provision notwithstanding the confident expectation that the new product will be a success.
- (vii) On 31 March 2008 the business paid an insurance premium of \$6 000, the renewal being the year beginning 1 April 2008. This premium was included in the insurance charge of \$11 000 debited in the draft profit and loss account.

Required:

Prepare a statement of adjustment to profit for the year ended 31 March 2009. [25]

2. You have been requested to examine the books of Joshua Enterprises for the year ended 31 December 2013. During the course for your investigation you determine the following:-

- (i) The stationery on hand account showed an opening balance of \$4 005. Stationery purchases during the year and debited against the stationery on hand account amounted to \$10 575. Stationery on hand at 31 December 2013 amounted to \$4 275.
- (ii) Sport Enterprises rendered services to their clients during December 2013. These services amounted to \$18 000, have not yet been invoiced on 31 December 2013.
- (iii) Accumulated interest on loans due by Sport Enterprises to \$33 750 at 31 December 2013
- (iv) The balance on the advertisement account is \$4 050 and includes a payment made by the business during October 2013 for a series of advertisements over a six month period starting 1 November 2013.
- (v) The income earned account include an amount of \$8 100 in respect of a payment received from a client according to an agreement for the six month period commencing on 1 September 2013.
- (vi) During the year Sport Enterprises paid the following premiums in respect of insurance (the payments were debited against the insurance expenses account.

Date paid	Policy No.	Term of policy	Premium paid
1 January 2013	6188-09A	12	1080
1 July 2013	4 79-07B	12	1350
1 December 2013	4302-03C	12	1920

- (vii) Depreciation on equipment for the year amounted to \$15 750

You are required to:-

Journalise the adjustment on 31 December 2013

[25]

3. The accountant of Lake Harvest produced the following trial balance as at 31 December 2015

	\$	\$
Freehold land and buildings	168 000	
Ordinary shares at \$1 each		6 000
Plant and equipment	22 000	
Trade receivables	3 700	
Motor vehicles	18 000	
Inventory	21 600	
Bank overdraft		6 500
Bank loan (repayable 2014)		80 000

Bank loan (repayable 2015)	4 600	
Trade payables	1 100	
Share premium account	600	
Retained earnings	127 800	
Corporation tax owing	1 300	
Short-term provisions	5 400	
	<u>233 300</u>	<u>233 300</u>

You are required to:-

Prepare **Balance Sheet** for Lake Harvest as at 31 December 2015

[25]

4. Analyse the main reasons that result in profit not being the same as cash in the cash flow.

[25]

1. Comment on the developments of Industrial Psychology in Zimbabwe today. [25]

2. Explain with practical examples, the main drivers to colonise the night, positive and negative consequences of shift work in Zimbabwe. [25]

3. Examine :-
 - (a) Murphy's Performance Model with clear illustrations and [12]

 - (b) Five Organisational citizenship behaviours that are eminent at your work place. [13]

4. Explain very briefly each of the five terms with practical examples:-
 - (a) Three components of attitudes [5]
 - (b) Charles Handy's four types of culture [5]
 - (c) The four consequences of organisational performance [5]
 - (d) Bandura's Social learning Theory [5]
 - (e) Reason's Swill Cheese Model [5]

1. Imagine yourself as Public Relations Officer of a renowned company and you have been asked to present a paper specifically on the importance of Public Relations Research. Highlight the critical points you see as necessary to include in the paper. [25]

2. With the aid of practical examples, explain how message design and execution (implementation) remains a critical stage in the Public Relations Process. [25]

3. (a) With the aid of practical examples, briefly explain the goals of communication in an organisation. [8]
(b) Define communication. [2]
(c) Briefly explain each of the following:-
 - (i) PR Consultant [5]
 - (ii) Consultancy Budget [5]
 - (iii) Mirror Image [5]

4. Amplify the importance of goals and objectives in Public Relations. [25]

1. Discuss the benefits of unemployment with reference to Zimbabwe. [25]

2. Examine any policies that endeavour to combat sex discrimination at your work place. [25]

3. Analyse critically any five labour market decisions made by firms. [25]

4. Discuss the importance of the field of labour economics. [25]