

**UNIVERSITY OF SWAZILAND**

**INSTITUTE OF DISTANCE EDUCATION**

**BACHELOR OF EDUCATION (ADULT EDUCATION) YEAR 4**

**MAIN EXAMINATION, MAY 2015**

**TITLE: HUMAN RESOURCE MANAGEMENT**

**COURSE CODE: IDE-BAE430**

**TIME ALLOWED: THREE (3) HOURS**

**INSTRUCTIONS:**

- 1. ANSWER FOUR QUESTIONS, TWO (2) QUESTIONS FROM EACH SECTION**
- 2. THE USE OF GOOD ENGLISH AND PROPER HR LANGUAGE WILL BE REWARDED**

***THIS PAPER MUST REMAIN CLOSED UNTIL PERMISSION TO OPEN IT IS GRANTED BY THE CHIEF INVIGILATOR***

## **SECTION A**

### **QUESTION 1**

Organisations that have developed a culture of investing in employee wellness programmes tend to benefit more than those which do not take wellness seriously. Discuss this assertion in relation to the following

- a) Employee level of absenteeism
- b) Staff turn over
- c) Personal health care
- d) Occupational health and safety & safety
- e) Company's overall productivity

**(5 x 5 = 25 marks)**

### **QUESTION 2**

Linking the jobs that exist in an organisation with the organisation's strategic objectives provides a basis for performance appraisal (PA).

Discuss the concept of job analysis (JA) and highlight how JA data could help to defend the organisation in disputes relating to PA

**(25 marks)**

### **QUESTION 3**

An organisation that has an understanding of the legal environment in which it operates thrives to align its HR practices with the laws of the country where it does business. Using the Industrial Relations Act discuss at least five (5) legal considerations that organisations operating in Swaziland must address. **(25 marks)**

## **SECTION B**

### **QUESTION 4**

Contemporary trends in HR suggest that HRM must be guided by national HR standards to harmonise & streamline HR practices. The Republic of South Africa came up with their National HR Standards in 2014. Of the 13 standards four are relevant to this module (performance management, reward and recognition, employee wellness & employee relations).

- a) Define these standards
- b) Select one of these standards and discuss it under the following:
  - i. The objectives for the standard
  - ii. The key elements & output for the standard
  - iii. How the standard can be maintained (monitoring and evaluation)

### **QUESTION 5**

Using relevant examples of organisations in Swaziland; discuss the following Quality of Work Life programmes:

- a) Job enrichment
- b) Ergonomics
- c) Quality circles
- d) Job enlargement
- e) Job rotation

### **QUESTION 6**

Improving occupational health and safety in organisations can never be overemphasised. Using the Occupational Health and Safety Act of 2001 (as amended) discuss the organisation's duties of an employer in ensuring safe working environments.

**(25 marks)**

**End of question paper**