INSTITUTE OF PEOPLE MANAGEMENT OF ZIMBABWE

ASSIGNMENT BOOKLET

DIPLOMA SUBJECTS

OCTOBER 2014

*N.B.* ALL ASSIGNMENTS SHOULD BE TYPED
Assignment Deadline for students writing October 2014 Examinations is Friday 25 July 2014.
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ASSIGNMENTS AND EXAMINATIONS INSTRUCTIONS

In line with the New Curriculum, Assignments have been re-introduced with effect from the December 2011 Examinations.

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 1500 words in length. Some answers should be brief where required.
- Now it is A MUST : Typed assignments, 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. (a) Discuss the dual purpose of Human Resource Management. [16]
(b) What job factors may cause accidents in the workplace? [9]

2. (a) Outline some key contents that should be in a job advertisement. [18]
(b) Explain how learning methods can be varied. [7]

3. (a) When preparing for a training course, the trainer needs to look at all training resources available and prepare accordingly. What are some of the resources that may be available to the trainer? [16]
(b) Discuss with examples, the two main types of training programmes. [9]

4. Discuss fully the management responsibilities in as far as safety is concerned. [25]
RECRUITMENT AND SELECTION Module 2

1. (a) List at least five critical areas of concern when developing selection criteria. [5]
   (b) Explain the essential steps under short listing. [5]
   (c) Outline any five principles that an interviewer needs to follow in an interview. [5]
   (d) Why is medical examination important for the organisation? [5]

2. (a) Why do organisations require strategic on-boarding? [3]
   (b) Explain what happens under each of the following stages of the on-boarding process:-
   - Preparation [3]
   - Orientation [3]
   - Integration [3]
   - Engagement [3]
   - Follow-up [3]
   (c) Outline the ILO seven principles that should be core to any comprehensive workplace strategy to protect the rights at work of infected and affected workers. (HIV and AIDS) [7]

3. (a) Is it essential to have co-ordination of activities within the Human Resources Management department? [5]
   (b) Write briefly on the Era of Electronics CVs [5]
   (c) Gender [5]
   (d) Disability [5]
   (e) Racism [5]

4. (a) Define the term Labour Market, Head Hunting, Consultants and Management [5]
   (b) Outline the legal provisions in Zimbabwe that are anti-discriminatory practices in recruitment, selection and placement. [5]
   (c) Describe the activities that are undertaken in assessment centres. [15]
SAFETY, HEALTH AND WELLNESS Module 3

1. Discuss the role of management in accident prevention. Use practical examples. [25]

2. Critically discuss the importance of ISMEC principles when implementing a Safety, Health and Wellness programme at work. [25]

3. Define the term “Ergonomics” and briefly discuss the following hazards, ergonomics and engineering. Use practical examples. [25]

4. Safety induction is a key element in helping new employees to get started, critically discuss the safety, health and wellness programme you would use to induct new employees. [25]
REWARD MANAGEMENT Module 4

1. Discuss all the elements of the Peromnes system of job evaluation. Show how you would implement it in your organisation. [25]

2. In attempting to find solutions to reward management problems, various stakeholders’ interests must be considered. Discuss the interests of any five of them. [25]

3. Explain the advantages of a sound reward management programme to both the employers and the employees. [25]

4. Outline the various roles of the Human Resources Manager/Officer in managing salary administration in an organisation. [25]
1. Examine the role of a human resources practitioner on four areas that he or she should cover before the start of any collective bargaining sessions as outlined in the IPMZ (2010) Module. [25]

2. With reference to Bates (1999), examine the significance of four uses of a grievance procedure in your organisation. [25]

3. Compare and contrast the similarities and differences between a workers committee and a works council using four characteristics. [25]

4. Justify the implementation of any one of the following strategies for conflict management in your organisation:-

   (i) Resolution by submission

   (ii) Resolution by Systems Restructuring [25]
1. Training is not an isolated process. Discuss. [25]

2. “The physical atmosphere and set up in which a training programme is conducted will have a strong impact on the learning that occurs and hence its overall success.” Comment on this assertion. [25]

3. Compare and contrast the case study method and the role playing method. [25]

4. Examine the importance of training and learning needs analysis in your organisation. [25]
1. Compare and contrast the following types of Trainers:-

(a) Natural Trainer
(b) Technical Trainer
(c) Professional Trainer

2. Evaluation is a process. In your own words, justify why it is necessary in training.


4. Business games are valuable tools in emphasizing the key focus areas of an organisation. Demonstrate your understanding of this statement using relevant examples.
1. Trace the evidence that shows that the Constitution of Zimbabwe Amendment (No. 20) Act 2013 supports training, education and development [25]

2. Justify how the performance management system used in your organisation assists in management development. [25]


4. Analyse critically the needs identification process. [25]
1. Evaluate the application of Appleby’s principles of planning to your organisation’s human capital planning. [25]

2. Generate the control and evaluation measures for workforce planning systems used in your organisation. [25]

3. Justify the current measures your organisation has taken in response to the HIV and AIDS pandemic at the workplace. [25]

4. Appraise your manager of the importance of workforce planning for the success of any organisation. [25]
1. (a) Explain what the Zimbabwe Constitution says about Labour Rights. List at least seven and briefly explain. [12]
   (b) What is Common Law? [3]
   (c) Describe the concept Statutory Law [5]
   (d) Outline at least four fundamental rights for workers [5]

2. (a) Describe International Labour Law and list the sources of this law? [10]
   (b) Briefly explain the powers of the Labour Officers. [5]
   (c) What are the fundamental principles of the ILO? [10]

3. (a) Collective job action is one of the most misunderstood things by workers. Comment. [15]
   (b) Explain the following concepts:-
      - Picketing
      - Lock Outs
      - Show Cause Order
      - Protection of persons engaged in lawful collective job action. [10]

4. (a) What is Discipline [3]
   (b) Define the concept grievance. [3]
   (c) Describe three roles of workers committee in discipline handling. [5]
   (d) What are the two principal roles of witnesses in disciplinary hearing? [2]
   (e) Explain the importance of the following for a worker leader:-
      - Worker behaviour challenges
      - Labour politics
      - Diversity of workers
      - Opinion leaders
      - What the workers committee must comprehend [12]
INTRODUCTION TO LAW Module 20

1. Assuming that all the essentials to a contract are present in the agreement there may nevertheless be some clause or flaw existing at the time of the agreement, which makes the contract voidable...."

**Required**

Citing relevant decided case law, discuss the above statement with particular reference to misrepresentation and duress. [25]

2. Give an outline of the doctrine of vicarious liability justifying its existence in our law of Employment. In your answer cite relevant decided case authorities. [25]

3. With the aid of Case Law authorities, examine judicial precedent as a source of law. [25]

4. Explain the Caveat Subscriptor rule citing relevant decided Case Law authorities. Under what circumstances can it be said not to apply. [25]
1. Describe the repercussions and merits of implementing an Enterprise Resource Planning (ERP) System in your organisation. [25]

2. Discuss the methods of protecting computer data from physical damage, theft and misuse. [25]

3. Evaluate the effects of monitoring social networks on the internet. [25]

4. Discuss the responsibilities of a Chief Information Officer in an organisation. Give practical examples. [25]
FINANCIAL ACCOUNTING Module 23

1. Differentiate the three main business entities. [25]

2. Accounting is a way of recording analysing and summarising the transaction of an entity. Comment. [25]

3. Evaluate the main components of cash flow statements. [25]

4. Hunter realizes that his business will suffer an increase in customers not paying in the future so he decides to make an allowance against those who are at greater risk at the end of each year:-

<table>
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<th>Year</th>
<th>Debtors</th>
<th>Balance at risk of default</th>
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<tbody>
<tr>
<td>31/12/2010</td>
<td>15 200</td>
<td>304</td>
</tr>
<tr>
<td>31/12/2011</td>
<td>17 100</td>
<td>342</td>
</tr>
<tr>
<td>31/12/2012</td>
<td>21 400</td>
<td>214</td>
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You are required to:-

(a) Calculate the closing debtors and allowances for debtors balances.
(b) Calculate the charge made to profit and loss account.
(c) To show balances of debtors as they would appear in the profit and loss account and balance sheet. [25]
INDUSTRIAL PSYCHOLOGY Module 24

1. Comment on the contribution of each of the three major areas of Industrial Psychology to Human Resource Management practice in Zimbabwean companies. [25]

2. Give a detailed account of what broad areas of Personnel Psychologist can train your Human Resources department staff members at your workplace. [25]


4. Describe very briefly with practical examples the following:
   
   (a) The person approach [5]
   (b) Elements of job design [5]
   (c) Characteristics of psychometric tests [5]
   (d) Work teams [5]
   (e) Managing performance consequences [5]
PUBLIC RELATIONS Module 25

1. Imagine that your organisation is operating in an environment that is experiencing changes. As a PR manager you are obliged to examine the problems or opportunities that come with the changes. With the aid of practical examples carefully explain how you would engage in environmental scanning as an essential step in the Public Relations Process. [25]

2. Spicer (1993) examined connotations or suggestions of Public Relations in print news and magazine stories. With the aid of practical examples, explain the seven common themes or definitions of Public Relations in view of media portrayals. [25]

3. (a) Explain the various ways in which corporate communication can be described. [16]

(b) Explain the difference between the following PR activities:- Employees Relations and Crisis Management. [9]

4. The fifth stage in the Public Relations Process is termed Evaluation. With the aid of practical examples explain why this is a very necessary stage within a Public Relations arena. [25]
1. Comment on the assertion that ‘Trade Unions in Zimbabwe have lost focus and are now concentrating on peripheral issues.’ [25]

2. Outline the importance of labour economics as a field of study. [25]

3. Discuss the reasons behind immigration restrictions. [25]

4. Describe the effect of unemployment in Zimbabwe and suggest ways of ameliorating them. [25]