

Tutorial Letter 101/3/2014

Human Capacity Development

IOP3073

Semesters 1 and 2

Department of Industrial and Organisational Psychology

IMPORTANT INFORMATION:

This tutorial letter contains important information about your module.

BAR CODE

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1 INTRODUCTION AND WELCOME

Dear Student

Welcome to IOP3073: **HUMAN CAPACITY DEVELOPMENT**

Congratulations on passing your second year of study and joining us for this third-year module. We trust that you will find this specific module interesting, stimulating, creative and "new" and that it will also be of practical value to you in your personal life, home environment, workplace and community.

This module on Human Capacity Development involves a commitment from you to becoming a competent human being, by embarking on a path of lifelong learning and coming to terms with new views on training and development as they materialise both worldwide and in our own country. As a future human resources practitioner or industrial/organisational psychologist, you should acquire an advanced insight into and understanding of the latest trends in thinking on the subject of training and development and human capacity development.

This tutorial letter contains **important information** on your study programme for this semester. Please work through it attentively before you start this module in Human Capacity Development, and keep it close at hand for reference purposes. You will have to work hard (and possibly in a different way) during this semester, but with the necessary motivation, a willingness to explore and reflect, and regular effort, you should be able to look back proudly at the end of the semester - not only on the successful completion of another, hopefully interesting, module but also on substantial personal growth and development.

1.1 Tutorial matter

Read Tutorial Letter IOPALLA/301/2014. It contains important information which is not repeated here.

At the time of registration, you will receive an inventory letter that will tell you what you have received in your study package and also show items that are still outstanding. Also see the booklet entitled *my Studies @ Unisa*.

Check the study material that you have received against the inventory letter. You should have received all the items listed in the inventory, unless there is a statement like "out of stock" or "not available". If any item is missing, follow the instructions on the back of the inventory letter without delay.

PLEASE NOTE: Your lecturers cannot help you with missing or late study material. Please fax to Unisa at 012 429 4150 (RSA only), or +27 12 429 4150 (international).

There is no prescribed book; only one study guide, which will serve as the basis for the study of this module. The study guide comprises six study units subdivided into three parts, addressing the following topics:

- the competent human being
- change and globalisation
- lifelong learning

The study guide also serves as a practical workbook to help you acquaint yourself with the theoretical aspects of this module as contained in the study guide. The study material that you should receive for IOP3073 from the Department of Despatch includes the following:

- one study guide for IOP3073
- on registration, two tutorial letters:
 - **Tutorial Letter 301/2014:** General tutorial letter
 - **Tutorial Letter 101/3/2014:** This tutorial letter with all the assignments
- During the semester, the following tutorial letter will be sent to you:
 - **Tutorial Letter 201/2014:** Feedback on Assignment 01 and 02 and information on the Examination

If you have access to the internet, you can view the study guide and tutorial letters for this module on the University's online campus, *myUnisa*, at <http://my.unisa.ac.za>.

2 PURPOSE OF AND OUTCOMES FOR THE MODULE

2.1 Purpose

The primary purpose of this module is to provide students with fundamental knowledge, skills and values in the field of human capacity development. This module will empower you to function optimally as lifelong learners in the world of work and also to assist others to become lifelong learners.

In order for you to achieve the overall purpose of this module, you should learn and be able to show that you have achieved the specific learning outcomes set for this module. The assessment criteria are descriptions of what will count as evidence that this learning has been achieved or that you are able to demonstrate your ability in a specific outcome.

2.2 Outcomes

Learning outcome 1

Learners should show an awareness and understanding of the importance of functioning as a competent human being, in order to achieve the personal growth and development necessary to lead a fulfilling life.

Assessment criteria

Learners should provide evidence by completing tasks in study material, assignments, activities, case studies, questionnaires and an examination, that they are able to:

- explain the common characteristics of a competent human being
- develop and relate an understanding of the power of perceptions
- develop a self-awareness of personal values
- develop a personal vision and set relevant goals in becoming a competent human being

Learning outcome 2

Learners should have an understanding of the bigger picture in terms of change and globalization and the impact on human functioning in order to cope better with these influences on a daily basis.

Assessment criteria

Learners should provide evidence by completing tasks in study material, assignments, activities, case studies, questionnaires and an examination, that they are able to:

- develop an awareness of how to facilitate and manage change
- develop and relate an understanding of the impact of global and regional forces on individuals and organisations

Learning outcome 3

Learners should develop and facilitate a lifelong learning orientation and thereby help others to become longlife learners. Learners should also be able to facilitate the paradigm shift by assisting the organisation to become a learning organisation.

Assessment criteria

Learners should provide evidence by completing tasks in study material, assignments, activities, case studies, projects, questionnaires and an examination, that they are able to:

- conceptualise the need for lifelong learning
- assess the role the knowledge highway plays in assisting the lifelong learning process
- reflect on the shift from training to learning
- discuss the changing nature of learning
- develop responsibility towards themselves, others and the organisation with regard to lifelong learning
- argue the facilitation of human capacity development in the workplace

3 LECTURER AND CONTACT DETAILS

3.1 Lecturers

Your lecturers responsible for this module are:

Dr RT Tladinyane
(Course Coordinator)
Mrs N Harry

Only academic related questions and enquiries concerning the content of the course should be directed to the lecturers (eg, when you need clarity about concepts in the study material, contents in assignments and examinations, etc).

Lecturers are generally available during the day from 8:00 to 16:00, but if you wish to consult a lecturer personally, you should arrange an appointment to visit him or her in the AJH van der Walt Building, Unisa main campus. Otherwise you can contact lecturers by telephone or e-mail.

3.2 Department

The department is situated on the 3rd level of the AJH van der Walt Building on the Unisa main campus. You can e-mail the department by using the following e-mail address: DeptIOP@unisa.ac.za. You can also contact the departmental helpdesk as follows:

Name	Telephone	E-mail
Mrs Welheminah Zumba	+27 12 429 8054/8033	zumbawh@unisa.ac.za

All queries that are not of a purely administrative nature **but are about the content of this module** should be directed to the course leader and lecturers. Please have your study material with you when you contact us.

Please note: Letters to lecturers must not be attached to assignments.

If you wish to communicate with lecturers by mail, address your letters to:

The Course Coordinator (IOP 3073)
 Department of Industrial and Organisational Psychology
 PO Box 392
 Unisa
 0003

The contact numbers for the Help Desk is 012 429 8033 and (012) 429 8054 and the Email address is DeptIOP@unisa.ac.za.

3.3 University

All written communication of an official nature must be addressed to:

The Registrar
 PO Box 392
 UNISA
 0003

All questions and enquiries related to administrative matters, for example the Despatch section on receipt of study material, registration, study finances, the assignments, examinations and library etc, should be addressed to the relevant administrative departments through **Unisa** as follows:

Fax number: +27 12 429 4150
 E-mail: study-info@unisa.ac.za

Contact addresses of the various administrative departments are included in *my Studies @ Unisa* which you received with your study package.

4 MODULE RELATED RESOURCES

4.1 Prescribed books

There are no prescribed books for this module.

4.2 Recommended books

There are no recommended books for this module.

4.3 Electronic Reserves (E-Reserves)

There are no prescribed e-reserves for this module.

5 STUDENT SUPPORT SERVICES FOR THE MODULE

Important information on student support services appears in you're my *Studies @ Unisa* brochure.

6 MODULE SPECIFIC STUDY PLAN

WORK SCHEDULE - Activities per week [More or less from 1 February in the 1 st semester or from 1 July in the 2 nd semester]		Check when completed √	Notes [For example: contact lecturer / speak to peer/ tutor / go to library]
Week 1	Read and understand Tutorial Letter 101		
	Read and understand the publication: <i>my Studies @ Unisa</i>		
	Complete registration for <i>myUnisa</i>		
Week 2	Read study unit 1 Complete exercises in study unit 1 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		

WORK SCHEDULE - Activities per week <i>[More or less from 1 February in the 1st semester or from 1 July in the 2nd semester]</i>		Check when completed √	Notes <i>[For example: contact lecturer / speak to peer/ tutor / go to library]</i>
Week 3	Read study unit 2		
	Complete exercises in study unit 2 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
Week 4	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		
	Read study unit 3		
Week 5	Complete exercises in study unit 3 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		
Week 6 - FIRST ASSIGNMENT DUE!!!	COMPLETE AND SUBMIT ASSIGNMENT 01 <ul style="list-style-type: none"> • Check due date for first assignment. • Make sure you complete all the questions according to the requested standards. • Make sure you submit on time!!! 		
	Read study unit 4		
Week 7	Complete exercises in study unit 4 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		

WORK SCHEDULE - Activities per week <i>[More or less from 1 February in the 1st semester or from 1 July in the 2nd semester]</i>		Check when completed √	Notes <i>[For example: contact lecturer / speak to peer/ tutor / go to library]</i>
Week 8	Read study unit 5 Complete exercises in study unit 5 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		
Week 9	Read study unit 6 Complete exercises in study unit 6 in your study guide: <ul style="list-style-type: none"> • Study all prescribed parts. • Complete all activities. • Work out test-yourself questions. 		
	Login to on <i>myUnisa</i> : <ul style="list-style-type: none"> • Check for important new messages. • Check for additional discussions with fellow students. • Check for additional resources which may have been uploaded to help your understanding of the material. 		
Week 10	COMPLETE AND SUBMIT ASSIGNMENT 02 <ul style="list-style-type: none"> • Check due date for second assignment. • Make sure you complete all the questions according to the requested standards. • Make sure you submit on time!!! 		
Week 11 - SECOND ASSIGNMENT DUE!!!			
Week 12	REVISION <ul style="list-style-type: none"> • Work out Assignment 03 as part of revision. 		
Week 13	REVISION <ul style="list-style-type: none"> • Work out previous exam paper questions as part of revision. • Make notes of important information in study units and revise for examination. 		

WORK SCHEDULE - Activities per week <i>[More or less from 1 February in the 1st semester or from 1 July in the 2nd semester]</i>		Check when completed √	Notes <i>[For example: contact lecturer / speak to peer/ tutor / go to library]</i>
Week 14 & 15	REVISION <ul style="list-style-type: none"> • Study for examination: <ul style="list-style-type: none"> ○ Study answers to previous exam paper questions that you have worked out previously. ○ Study answers in feedback Tutorial Letter 201. ○ Study answers to Assignment 03 that you have worked out previously. ○ Study any revision notes of study units. 		
CHECK & CONFIRM DATE AND VENUE FOR IOP3073 EXAMINATION			

Use you're my *Studies @ Unisa* brochure for general time management and planning.

7 MODULE PRACTICAL WORK AND WORK INTEGRATED LEARNING

None.

8 ASSESSMENT

8.1 Assessment plan

See assignments.

8.2 General assignment numbers

Assignments are numbered consecutively per module, starting from 01.

8.2.1 Unique assignment numbers

See assignments.

8.2.2 Due dates of assignments

In order for you to fully benefit from the formative learning and assessment process, you are required to submit two compulsory assignments for this module. The compulsory assignments are different for semesters 1 and 2, and you should complete the assignments relevant to the semester that you are registered for.

Three assignments are set for this module. **Both Assignments 01 and 02 are compulsory.** They must be submitted to the University for assessment and will contribute towards your final mark for this module.

The table below gives a summary of your work programme for the semester. Please study it carefully and note the closing dates for compulsory Assignments 01 and 02 for semesters 1 and 2.

Assignment	First semester (Addendum A)		Second semester (Addendum B)	
Assignment number	Due date	Unique number	Due date	Unique number
01	11 March 2014	822162	25 August 2014	879684
02	8 April 2014	783647	22 September 2014	733570
03	Self-assessment	N/A	Self-assessment	N/A

Assignment 01 and 02 differ for the two semesters.

Please ensure that the two compulsory assignments reach the University **before or on the due dates**.

A tutorial letter with complete memorandums for the two compulsory assignments will be sent to you on the closing date of Assignment 02.

Assignment 03 is self-assessment assignment which you can mark yourself, using the memorandum provided in this tutorial letter.

You are advised to do all three assignments so that you can cover the entire learning outcomes, gain practice in answering all kinds of questions and as a way of preparing for the examination.

8.3 Submission of assignments

You may submit written assignments and assignments completed on mark-reading sheets either by post or electronically via *myUnisa*. Assignments may not be submitted by fax or e-mail. To ensure that you have no difficulties in submitting your assignments, the following paragraph must appear in Tutorial Letter 101:

For detailed information on assignments, please refer to *my Studies @ Unisa* brochure, which you received with your study package. To submit an assignment via *myUnisa*:

- Go to *myUnisa*.
- Log in with your student number and password.
- Select the module.
- Click on assignments in the menu on the left-hand side of the screen.
- Click on the assignment number you want to submit.
- Follow the instructions.

8.4 Assignments

SEMESTER 1 (January – June)

Compulsory Assignment 01 – To be submitted for examination admission and year mark

Compulsory Assignment 02 – To be submitted for year mark

Assignment 03 – Self-assessment to be used for module revision

Memorandums of Assignments 01 and 02 will be posted on the due date for Assignment 02

SEMESTER 2 (June – November)

Compulsory Assignment 01 – To be submitted for examination admission and year mark

Compulsory Assignment 02 – To be submitted for year mark

Assignment 03 – Self-assessment to be used for module revision

Memorandums of Assignments 01 and 02 will be posted on the due date for Assignment 02's due date

PLEASE TAKE NOTE: THERE ARE DIFFERENT COMPULSORY ASSIGNMENTS FOR EACH SEMESTER. CHOOSE THE ONES FOR THE SEMESTER YOU ARE REGISTERED FOR!!!

**ADDENDUM A
ASSIGNMENTS: SEMESTER 1**

ASSIGNMENT 01: COMPULSORY ASSIGNMENT SEMESTER 1

Closing date: 11 March 2014
Total: 50 marks
Unique number: 822162
Study material: Study units 1, 3, & 6

REMEMBER: THIS COMPULSORY ASSIGNMENT IS ONLY APPLICABLE TO STUDENTS REGISTERED FOR THE FIRST SEMESTER.

QUESTION 1 [10]

How do perceptions and the nature and formation thereof influence people's behaviour and communication?

QUESTION 2 [15]

Discuss the characteristics of principle-centred people and illustrate your discussion by referring to someone in real life whom you can identify with these characteristics.

QUESTION 3 [15]

Discuss the regional forces of labour that influence organisations and matters such as employment in South Africa.

QUESTION 4 [10]

Name and discuss the type of possible opportunities available to an individual within the four core domains of partagogy.

TOTAL: [50]

REMEMBER YOU MUST SUBMIT THIS ASSIGNMENT BEFORE OR ON THE DUE DATE.

ASSIGNMENT 02: COMPULSORY ASSIGNMENT SEMESTER 1

Closing date: 8 April 2014
Total: 50 marks
Unique number: 783647
Study material: Study units 1, 3, & 6

REMEMBER: THIS COMPULSORY ASSIGNMENT IS ONLY APPLICABLE TO STUDENTS REGISTERED FOR THE FIRST SEMESTER.

QUESTION 1**[10]**

Discuss self-responsibility as a common characteristic of the competent human being by explaining how intrapersonal mastery is practised. In your discussion, make use of practical examples to illustrate the difference between "reaction", "creative" and "interdependent" orientation.

QUESTION 2**[15]**

Compare and contrast the four perspectives on the nature of competent human being. Make out a case why you prefer on to the other if you need to follow on of these philosophies in your personal life.

QUESTION 3**[10]**

Discuss the economy as a global force impacting on human capacity development.

QUESTION 4**[15]**

It takes a capable organisation to create and sustain meaningful human capacity development initiatives. Explain what a capable organisation can do and include in your discussion the characteristics of a capable human capacity development organisation.

TOTAL: [50]

ASSIGNMENT 03: SELF-ASSESSMENT
Total: 50 marks
Study material: Study units 2, 3, 4, 5, 6 & 7

REMEMBER: YOU MUST MARK THIS ASSIGNMENT YOURSELF. DO NOT SUBMIT IT FOR MARKING.

QUESTION 1	(10)
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What do you think makes companies and their managers strive towards globalisation? Discuss the trends that you identify.

QUESTION 2	(15)
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Based on what you know about globalisation, reflect on its implications for

- yourself
- your family
- your community
- the organisation you work for
- South Africa and the world

QUESTION 3	(5)
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Reflect on the term "culture". Write down what you understand the term to mean. Do this in the context of globalisation.

QUESTION 4	(20)
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- (a) What do you think are the regional forces of labour that influence organisations and matters such as employment in South Africa?
- (b) How do these regional forces of labour influence you in particular?

TOTAL: [50]

ASSIGNMENT 03 ASSESSMENT CRITERIA
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QUESTION 1

In order to answer this question, refer to the study guide (pp 57-59). In your answer you should have discussed the following aspects:

Cvetkovich and Kellner (1997), Edwards (1997) and Schaeffer (1997) reflect on the term “globalisation” and list eight certainties concerning globalisation. You should have evaluated these suggested certainties and seen whether you agree that they could all have an impact on the company and the managers' decisions to go global.

A comprehensive and useful definition of globalisation is also presented in the study guide, as suggested by McGrew (in Pieterse 1997). According to this definition it would be an advantage for companies and managers to drive towards globalisation. You could have conceptualised your own definition of globalisation, providing that you showed how it drives managers and companies. The pursuit of globalisation would give managers and companies the opportunity to engage in an intense level of interaction, interconnectedness or interdependence between themselves and the outside world.

Furthermore, a few developments regarding globalisation are discussed that are probably examples of the inevitable manifestation of globalisation in our world. In your answer you could have also briefly reflected on some of these.

QUESTION 2

From your answer it should be evident that you realise and understand that globalisation is not a uniform process. It is characterised by diverse issues and problems which have different implications for different groups or settings.

Ten years ago the use of satellite communication was not as widespread as it is at present. Experience has shown that adopting successful global trends is a necessity that individuals, their families, communities, organisations and South Africa as a country cannot afford to ignore. The introduction of global features such as the Internet and cell phones has minimised the digital divide between families that live far apart. Communities can monitor their regional activities, and decentralised organisations can easily manage crucial information (eg bank automation). South Africa can now evaluate its success and progress in the world in relation to global forces and the impact these forces have on it (study unit 2).

QUESTION 3

Your answer should be structured to show, firstly, your understanding of the term “culture” in general. The term “culture” may mean many things, material and immaterial. The purpose is to maintain or preserve the identity of individuals, groups and organisations. The language we use, the products we manufacture and other cultural objects that we use in everyday life are actually mechanisms to maintain the identity and values our culture is based on.

Secondly, your answer should reflect your understanding of culture as it is redefined from a global perspective. On a global level we speak about the global culture simply because ideologies are transmitted globally by the global culture “industry”. Culture production and diffusion are the prime roles of media organisations as “manufacturers” of culture.

There are three basic characteristics of global culture that could be identified from the discussion provided in your study guide (try to give some examples in your discussion):

- **Firstly**, global culture is everywhere. The products and results of global culture are accessible and observable in almost every part of the world.
- **Secondly**, global culture is always highly influenced by commerce. Any cultural product that has no commercial value is not considered to be a global culture object.
- **Thirdly**, global culture is a matter of dominance. As such the dominant culture influences decision making and behaviour in organisations and communities everywhere.

QUESTION 4

There is an abundance of information in the study guide which you could have applied to this question. If you worked with and showed evidence of insight into the material in the study guide, you would have earned 12 marks. However, we are treating you as a person who is striving to become a competent human being and a lifelong learner. Therefore if you showed evidence of any new knowledge or insight into these regional forces, you would have earned an additional three marks.

As this is a very broad question, and every student could have applied the information differently according to his or her own personal view or insight, the table below is only an example of what we expected the students to present.

Think about the development that has occurred in respect of each of the labour-related influences discussed in the table below. Some of the new developments could include:

- the recent establishment of the legislation in which the rights of domestic workers are addressed
- the introduction of SAQA, which has seen the academic world increasing the value attached to prior learning
- the introduction of the Labour Relations Act, the Employment Equity Act and the Constitution; these Acts have contributed to a much more diverse workforce and protect the rights of the individual

Table 1.1: Regional force: Labour

Past	Present	Future
In the past many people were denied the opportunity to gain a basic education. This led to a lack of skills and denied them gainful employment in the labour market. Also, as Du Toit (1998) says, strikes have had a major impact on the labour market in SA.	At present, strikes are still a variable that has to be taken into account.	We will have to deal with issues such as the impact of AIDS and the ongoing emigration of highly skilled people. There are two further laws that have an impact on labour, now and in the future, namely the Skills Development Act 97 of 1998 and the Skills Development Levies Act 9 of 1999.

The inclusion of additional information and more recent examples in your answer, related to labour as a regional force, is strongly recommended.

ADDENDUM B
ASSIGNMENTS: SEMESTER 2

ASSIGNMENT 01: COMPULSORY ASSIGNMENT SEMESTER 2

Closing date: 25 August 2014
Total : 50 marks
Unique number: 879684
Study material: Study units 1, 2, 4 & 5

REMEMBER: THIS COMPULSORY ASSIGNMENT IS ONLY APPLICABLE TO STUDENTS REGISTERED FOR THE SECOND SEMESTER.

QUESTION 1**(10)**

The management of your organisation has asked you, as a student of this module (IOP3073), to compile a report on how their employees can become principle-centred people. Discuss Covey's theory and use practical examples to support your suggestions.

QUESTION 2**(15)**

Critically review opposing points of view that are often expressed about globalisation, particularly views about the benefits of globalisation as opposed to views about the problems brought about by globalisation.

QUESTION 3**(15)**

"The perfect learning organisation is not an attainable goal; it is merely a desirable concept. There is no correct implementation of the learning organisation." Make reference to the following learning organisations at work.

1. The people/employees
2. Teams and groups
3. The company benefits

QUESTION 4**(10)**

Discuss the rationale for lifelong learning and refer to its benefits for you as an individual.

ASSIGNMENT 02: COMPULSORY ASSIGNMENT SEMESTER 2

Closing date: 22 September 2014
Total 50 marks
Unique number: 733570
Study material: Study units 1, 2, 5 & 6

QUESTION 1**(15)**

Compare and contrast the following perspectives on the nature of the competent human being. Make out a case why you prefer one to the other if you need to follow one of these philosophies in your personal life.

- (a) Aaron Antonovsky: Salutogenesis-sense of coherence
- (b) Kets de Vries: The happiness Equation
- (c) Victor Frankl: People driven by a search for meaning

QUESTION 2**(15)**

Discuss technology and communication as a global forces impacting on human capacity development in Africa and in Southern Africa.

QUESTION 3**(10)**

Analyse the need in organisations to shift from training to lifelong learning and to become learning organisations that facilitate human capacity development.

QUESTION 4**(10)**

Discuss the essence and the underlying principles of partagogy as a new learning science.

TOTAL: [50]

ASSIGNMENT:	SELF-ASSESSMENT
Total:	50 marks
Study material:	Study units 2, 3, 4, 5, 6 & 7

REMEMBER: YOU MUST MARK THIS ASSIGNMENT YOURSELF. DO NOT SUBMIT IT FOR MARKING.

QUESTION 1	(10)
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What do you think makes companies and their managers strive towards globalisation? Discuss the trends that you identify.

QUESTION 2	(15)
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Based on what you know about globalisation, reflect on its implications for

- yourself
- your family
- your community
- the organisation you work for
- South Africa and the world

QUESTION 3	(5)
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Reflect on the term "culture". Write down what you understand the term to mean. Do this in the context of globalisation.

QUESTION 4	(20)
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- (a) What do you think are the regional forces of labour that influence organisations and matters such as employment in South Africa?
- (b) How do these regional forces of labour influence you in particular?

TOTAL: [50]

ASSIGNMENT 03 ASSESSMENT CRITERIA
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QUESTION 1

In order to answer this question, refer to the study guide (pp 57-59). In your answer you should have discussed the following aspects:

Cvetkovich and Kellner (1997), Edwards (1997) and Schaeffer (1997) reflect on the term globalisation and list eight certainties concerning globalisation. You should have evaluated these suggested certainties and seen whether you agree that they could all have an impact on the company and the managers' decisions to go global.

A comprehensive and useful definition of globalisation is also presented in the study guide, as suggested by McGrew (in Pieterse 1997). According to this definition it would be an advantage for companies and managers to drive towards globalisation. You could have conceptualised your own definition of globalisation, providing that you showed how it drives managers and companies. The pursuit of globalisation would give managers and companies the opportunity to engage in an intense level of interaction, interconnectedness or interdependence between themselves and the outside world.

Furthermore, a few developments regarding globalisation are discussed that are probably examples of the inevitable manifestation of globalisation in our world. In your answer you could have also briefly reflected on some of these.

QUESTION 2

From your answer it should be evident that you realise and understand that globalisation is not a uniform process. It is characterised by diverse issues and problems which have different implications for different groups or settings.

Ten years ago the use of satellite communication was not as widespread as it is at present.

Experience has shown that adopting successful global trends is a necessity that individuals, their families, communities, organisations and South Africa as a country cannot afford to ignore. The introduction of global features such as the internet and cell phones has minimised the digital divide between families that live far apart. Communities can monitor their regional activities, and decentralised organisations can easily manage crucial information (eg bank automation). South Africa can now evaluate its success and progress in the world in relation to global forces and the impact these forces have on it (study unit 2).

QUESTION 3

Your answer should be structured to show, firstly, your understanding of the term culture in general.

The term culture may mean many things, material and immaterial. The purpose is to maintain or preserve the identity of individuals, groups and organisations. The language we use, the products we manufacture and other cultural objects that we use in everyday life are actually mechanisms to maintain the identity and values our culture is based on.

Secondly, your answer should reflect your understanding of culture as it is redefined from a global perspective. On a global level we speak about the global culture simply because ideologies are transmitted globally by the global culture "industry". Culture production and diffusion are the prime roles of media organisations as "manufacturers" of culture.

There are three basic characteristics of global culture that could be identified from the discussion provided in your study guide (try to give some examples in your discussion):

- **Firstly**, global culture is everywhere. The products and results of global culture are accessible and observable in almost every part of the world.
- **Secondly**, global culture is always highly influenced by commerce. Any cultural product that has no commercial value is not considered to be a global culture object.
- **Thirdly**, global culture is a matter of dominance. As such the dominant culture influences decision making and behaviour in organisations and communities everywhere.

QUESTION 4

There is an abundance of information in the study guide which you could have applied to this question. If you worked with and showed evidence of insight into the material in the study guide, you would have earned 12 marks. However, we are treating you as a person who is striving to become a competent human being and a lifelong learner. Therefore if you showed evidence of any new knowledge or insight into these regional forces, you would have earned an additional three marks.

As this is a very broad question, and every student could have applied the information differently according to his or her own personal view or insight, the table below is only an example of what we expected the students to present.

Think about the development that has occurred in respect of each of the labour-related influences discussed in the table below. Some of the new developments could include:

- the recent establishment of the legislation in which the rights of domestic workers are addressed
- the introduction of SAQA, which has seen the academic world increasing the value it attaches to prior learning
- the introduction of the Labour Relations Act, the Employment Equity Act and the Constitution, Acts which have contributed to a much more diverse workforce and protect the rights of the individual

Table 1.1: Regional force: Labour

Past	Present	Future
In the past many people were denied the opportunity to gain a basic education. This led to a lack of skills and denied them gainful employment in the labour market. Also, as Du Toit (1998) says, strikes have had a major impact on the labour market in SA.	At present, strikes are still a variable that has to be taken into account.	We will have to deal with issues such as the impact of AIDS and the ongoing emigration of highly skilled people. There are two further laws that have an impact on labour, now and in the future, namely the Skills Development Act 97 of 1998 and the Skills Development Levies Act 9 of 1999.

The inclusion of additional information and more recent examples in your answer, related to labour as a regional force, is strongly recommended.

9 EXAMINATIONS

The examination paper carries a total of 75 marks. The questions in the examination will be similar to the questions in the assignments, and the self-evaluation questions in the study guide, but will obviously not be exactly the same. Take note though, there are NO multiple choice questions in the examination. However, it will be helpful in your preparations to go through all the assignments and questions in the study guide.

This module is offered in a semester period. This means that if you are registered for the first semester, you will write the examination in May/June 2014 and the supplementary examination will take place in October/November 2014. If you are registered for the second semester, you will write the examination in October/November 2014 and the supplementary examination will take place in May/ June 2015.

During the semester, the Examination Section will provide you with information regarding the examination in general, examination venues, examination dates and examination times.

Total marks: 75
 Pass mark: 50%
 Time: 2 hours

Section A: 10 mark questions (three questions will be asked of which you should do two)
 Section B: 15 mark questions (three questions will be asked, of which you should do two)
 Section C: A compulsory 25 mark question.

- **Examination admission**

Please note: To enable you to benefit fully from our tuition and assessment, the management of Unisa decided to introduce at least **two compulsory assignments** in all modules for 2014. The compulsory assignments will be different for semesters 1 and 2, and you must do the assignment set for the semester in which you are registered.

You must submit **two compulsory assignments**. Please see the following box.

- **How will this work in practice?**

FINAL MARK = YEAR MARK + EXAMINATION MARK

Your year mark, based on the average mark obtained for the two compulsory assignments (each contributes 50%), contributes 20% toward your final examination mark, while your examination mark contributes 80%.

The combined weighted average of your year mark and examination mark must be 50% or higher for you to pass the module/subject. However, you must obtain a minimum of 40% in the examination, regardless of your year mark. If you obtain less than 40% in the examination, you will fail.

For example:

Assignment marks of = 70% and 70% = $140/2 = 70\%$

20% of the assignment marks = 14%

Examination mark = 50%

80% of the examination mark = 40%

Final mark = (20% assignment marks) + (80% examination mark)

= 14% + 40%

= 54%

Remember that the better your assignment mark, the better your year mark. For example 80% = 16 year marks and 30% = 6 year marks. It is therefore imperative that you do well in both assignments to obtain the benefit of good marks to be added to your examination mark.

Please ensure that Assignment 01 reaches the Department of Student Assessment Administration (Assignments) at Unisa before or on 11 March 2014 for the first semester and 25 August 2014 for the second semester, and Assignments 02 before or on 8 April 2014 for the first semester and 22 September 2014 for the second semester. If your assignments are not submitted on time, you will not gain examination admission, and you will not obtain a year mark.

HOW SHOULD I PREPARE FOR THE EXAMINATION?

If you work to a regular schedule throughout the semester, you should easily cover the work in the time allowed. The assignment and Study Guide questions will give you a good indication of the format and type of questions asked in the examination and you can use them when you prepare for the examination. Remember: our intention in the examination is to see what you have learnt in this course not to ask "trick questions". Make sure you understand the requirements of each question, and then answer accordingly.

10 OTHER ASSESSMENT METHODS

None.

11 FREQUENTLY ASKED QUESTIONS

PLEASE NOTE: **Your brochure *my Studies @ Unisa* contains an A-Z guide of the most relevant study information. Please refer to this brochure if you have any queries.**