

## Grade 7 EMS Worksheet

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### Assessment Task: Human Resource Management

#### What is human resources management? (Individual activity)

Study what you have learned so far and do additional research if necessary. Answer the questions below.

- a) Name five features that are covered in human resource management. [5 marks]
- b) What is skills development? [1 mark]
- c) Name three laws that would impact on the work of the human resources department. [3 marks]
- d) What is the importance of recruitment in human resources? [1 mark]

[Total: 10 marks]

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### Suggested Solutions

Question number	Possible marks	Solution
1	10	<p>a) Managing the organisation of manpower  Administering personnel matters  Managing personnel matters  Managing labour matters  Managing industrial matters (any five valid answers) [5 marks]</p> <p>b) Skills development is the training and development that the employer provides to his or her employees in the workplace. [1 mark]</p> <p>c) Basic Conditions of Employment Act; Labour Relations Act; Employment Equity Act; Skills Development Act. (any three) [3 marks]</p> <p>d) Recruitment helps you find the right person for the job. [1 mark]</p>