

WEEKLY HOME STUDY PACKAGE - WEEK 5 (02/08/21 – 06/08/21)

Subject	Office Technology	Year/Level	12
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ACTIVITY AND SOLUTION.

1. Define the following terms:

(a) Job Specification (1mark)

Ans : This document also outlines the qualification and skills required to meet the requirement of your position.

(b) Job Description (1 mark)

Ans : It informs you of who is in charge of your section and to whom you should report.

2. Describe what statement of duties is? (2marks)

Ans : Set out clearly the duties of your position, your responsibility and your level of authority. Knowing where your responsibility begins and enables you to perform your duties effectively.

3. State one legal duty of an employer? (1mark)

Ans : The organization has a duty of care to provide a safe working environment for you and other workers.

4. Differentiate between job description and performance review? (2 marks)

Ans : It informs you of who is in charge of your section and to whom you should report whereas Performance review is used by management to assess your performance and helps you to assess your own performance.

5. It is unlawful to discriminate against anyone in the workplace. State two unlawful discrimination against anyone in the workplace? (2marks)

Ans :

- Race or Ethnic origin
- Parental status (having or not having children)
- Marital status (Divorcee/Single/Separation/Widow)
- Age or Sex
- Sexual discrimination is also unlawful (Sexual comments) (Any of the two)