



Benodigdhede vir hierdie vraestel/Requirements for this paper:			
Multikeusekaarte/ Multi-choice cards:	<input type="checkbox"/>	Nie-programmeerbare sakrekenaar/ Non-programmable calculator:	<input type="checkbox"/>
Grafiekpapier/ Graph paper:	<input type="checkbox"/>	Draagbare Rekenaar/ Laptop:	<input type="checkbox"/>

Oopboek-eksamen/ Open book examination?	<input type="checkbox"/> NO
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EXAMINATION/TEST
EKSAMEN/TOETS:

SEMESTER TEST /
SEMESTER TOETS

KWALIFIKASIE/ BSW
QUALIFICATION: BSW

MODULE
CODE?MODULEKODE:

BSWG 223

DURATION/
TYDSDUUR: 60 minutes

MODULE DESCRIPTION/
MODULEBESKRYWING:

BASIC PRINCIPLES IN SOCIAL WORK
MANAGEMENT / BASIESE BEGINSELS
IN MAATSKAPLIKEWERKBESTUUR

MAX/MAKS: 50

EXAMINER(S)/
EKSAMINATOR(E)/E:

MS T SAYED

DATE/
DATUM: 31/08/2016

TIME/TYD: 14:00

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1. Identify and discuss the four main functions of social work management / *Identifiseer en bespreek die vier hoof funksies van maatskaplike werk bestuur* (8)

Control – being fully aware of what is happening and being able to make appropriate decisions or taking appropriate action

Leadership – Leadership may be defined as both a position and an ability. As a position, it means that a person is responsible for the control of certain situations and is in a directing or guiding position

Planning – Planning is the process of anticipating goals or targets and then preparing a plan for reaching them. It means looking at where you are, where you want to go and how to reach your destination

Organising – Assembling required resources to attain organizational objectives

2. Name and explain the different types of planning / *Noem en verduidelik die verskillende tipes beplanning* (14)

STRATEGIC PLANNING – Long term, teddy bear clinic would like to open up a sister organisation for abused teenaged mothers and infants.

TACTICAL OR ACTION PLANNING – Steps to implement the strategic plan such as steps to take to reach the goal of opening new sister organisation, funding, resources, etc

RECURRENT OR CYNICAL PLANNING – Activities that occur regularly within the organisation - Childrens day project, meetings, reports, supervision, training

PROJECT PLANNING - Time limited planning such as a childrens party project for foster children

OPERATIONAL PLANNING - Activities to maintain the organisation - Supervision, staff development and training, administration, finances, decision making

DAY TO DAY PLANNING - Activities that would need your immediate attention - Meetings, clients

CONTINGENCY PLANNING – Emergency activities not diarised - Social worker got fired, project did not go as planned, case load increase

3. Critically analyse any 5 of Henry Fayols Universal principles / *Krities analiseer enige 5 van Henry Fayols se universele beginsels* (10)

Division of work in terms of specialization

Responsibility emerges from authority

Discipline results from good leadership

Commands should be received from one superior only

Unity of direction – activities should aim for the same objectives

Subordination of individual interest – personal interests vs interests of a group

Remuneration should be fair

The degree of centralization – decision making should be balanced in an organization

Clear line of hierarchy

Order in resources

Employers should be equally treated

Low personnel turnover rate enhances the attainment of goals

Subordinates should be given the opportunity to come up with initiatives

Unity

<http://www.toolshero.com/management/14-principles-of-management>

Critically analyse any 5

4. Define the following concepts in terms of social work management / *Definieer die volgende konsepte in terme van maatskaplikewerkbestuur* (8)

- 4.1 Monitoring / **Monitering** – **to monitor the progress of a certain activity or staff member to pick up at risk developments**
- 4.2 Decision making / **Besluitneming** – **the ability to make the best decisions for the company or organisation, at the same time to take the needs of the staff and clients into consideration**
- 4.3 Supervision / **Supervisie** – **When a junior social worker enters the organisation, the supervisor serves as a mentor and guide to teach the social wrker about the organisation, the profession and about the laws governing the profession**
- 4.4 Administration / **Administrasie** –**A continuous dynamic process of filing and keeping documentation up to date within the organisation**
5. Choose a theory of social work and motivate why you think this theory best fits social work practice / **Kies 'n teorie van maatskaplike werk en motiveer waarom jy dink hierdie teorie die beste pas by die maatskaplikewerk praktyk (10)**

Application

TOTAL / TOTAAL 50