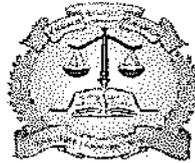


**COUNCIL OF LEGAL EDUCATION**



**EXAMINATION FOR ADMISSION  
TO THE ROLL OF ADVOCATES**

**ATP 106: LEGAL PRACTICE MANAGEMENT**

**TUESDAY 28<sup>TH</sup> MARCH, 2023.**

**DURATION: 3 HOURS**

**Instructions to Candidates**

- (a) This paper contains **EIGHT (8)** printed pages including the cover page, with a total of **SEVEN** questions.
- (b) A candidate **MUST** answer **FIVE (5)** questions.
- (c) Question **ONE** is compulsory and carries **20** marks.
- (d) **All other** questions carry **10** marks each.
- (e) A candidate **MUST** answer **ONE** question from each of the Sections and a **FIFTH** question from any Section.

**PLEASE TURN OVER**

## QUESTION ONE

A.

- i. An assistant accountant has been criticized over assessed work that he produced for his study course for giving the definition of a non-current liability as “present or future obligation of the entity arising from past event, the settlement of which is expected to result within a year in an outflow from the entity of resources embodying economic benefits”.

Explain to the assistant accountant the weaknesses in his definition of non-current liability in reference to financial reporting. (3 marks)

- ii. Elizabeth is a sole-proprietor and operates her business in Mwangaza town which is a densely populated town. The following is the trial balance for her business for the year ending 31 March 2023.

	Dr	Cr
	Shs. '000'	Shs. '000'
Inventory as at 1 April 2022	56,000	
Return inwards	4,500	
Return outwards		3,000
Wages	84,500	
Insurance	10,500	
Capital		600,000
Land	130,000	
Buildings	350,000	
Motor vehicles	18,000	
Debtors	39,000	
Creditors		44,000
Bank balance	19,000	
Cash on hand	9,000	
Sales		213,000
Purchases	79,500	
Drawings	60,000	
<b>Total</b>	<b>860,000</b>	<b>860,000</b>

Additional information:

- The closing stock was valued at Shs. 42,000,000 on 31 March, 2023.
- The business entity charge depreciation as follows:
  - Buildings at 2% on cost
  - Motor vehicles at 20% on cost
- All the drawings taken from the business was in cash

Required:

Prepare a Statement of Profit or Loss for the year ending 31 March 2023. (5 marks)

B. Skyline is a media company with its Headquarters in Mombasa and a staff compliment of 1500 employees. As a leading pay TV station in Kenya, the management endeavors to attract and keep the best staff. To achieve this, the management opts to hire only qualified new staff to avoid the need for induction. The management also promotes qualified staff from within the company and conducts regular employee training and development. Although these HR practices have worked well for Skyline, as a consultant you have concerns over them.

Required:

- (i) Explain to the management of Skyline, three (3) implications of avoiding a formal induction program for new employees in the organization. (3 marks)
- (ii) Discuss three (3) demerits of internal sources of recruitment when promoting employees to senior positions in Skyline. (3 marks)

C. Boke and Dengu advocates is a small law firm located in Nairobi central business district. The three-year-old firm has been relying on Pekee Supplies as a single source supplier for all its office supplies. Pekee Supplies is firm owned by Dengu's brother. Recent complaints by the information technology (IT) officer about faulty flash discs have prompted the partners to re- think about getting all their office supplies from Pekee supplies. The front office manager has also complained about fewer storage files compared to the requisition note issued to Pekee supplies.

Required:

- (i) Explain four (4) disadvantages that the law firm may be exposed to because of relying on a single supplier. (4 marks)
- (ii) Recommend to the law firm two (2) other methods of procurement they can adopt other than a single source method. (2 marks)

## SECTION A: COMMERCIAL ACCOUNTS

### QUESTION TWO

K&Co Advocates keep all moneys of their clients in a separate bank account which is maintained exclusively for that purpose. At the end of the month, they make necessary transfers from the client account to the office account.

On 1 January, 2022 the balance at bank for the office account was Sh. 7.5m and the balance at bank for clients account was Sh.105.5m made up of the following credit balances:

	Sh. m
Tender Solutions Ltd	5
KTB Trust	11.5
P&L Ltd	35
J&C Ltd	<u>54</u>
	<u>105.5</u>

The following transactions took place for the month of January:

Jan 2: Received from C&Co, a client, Sh.10.5m for costs as rendered to the client.

Jan 9: Paid Sh.500,000 for insurance premium for Tender Solutions.

Jan 9: Paid Sh.900,000 for repairs to premises rented by T Thagana under KTB Trust.

Jan 15: Paid Sh.900,000 for advertisement for J&C Ltd.

Jan 15: Authorised to draw Sh.3.5m on account of costs for KTB Trust.

Jan 15: Authorised to draw Sh.12m on account of J&C Ltd.

Jan 16: Received from T Thagana Sh.4.4m under KTB Trust.

Jan 19: Cashed cheque of Sh.1m for Kata from petty cash.

Jan 20: Received from Fanaka Ltd Sh.10m in advance on account of professional services to be rendered.

Jan 20: At the request of Njoroge & Co, paid Sh100,000 registration fees.

Jan 21: Received Sh9.9m debt collected from H&Co Ltd.

Jan 22: Paid H& Co Ltd Sh.8.4m being amount recovered less costs as agreed.

Jan 23: Received Sh.4.5m from T&Co being debt due to J&C Ltd.

**Required:**

Prepare the cashbook of K& Co Advocates.

(10 marks)

**QUESTION THREE**

John and Company Advocates have been in practice for several years. The following is their opening Statement of Financial Position as at 31 March 2022.

**JOHN AND COMPANY ADVOCATES**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 31 MARCH 2022**

	Shs. '000'	Shs. '000'	Shs. '000'
Assets			
Non-current assets	Cost	Accumulated depreciation	Carrying amount
Furniture and fittings	400,000	200,000	200,000
Equipment	360,000	135,000	225,000
Motor vehicles	4,200,000	1,680,000	2,520,000
			2,945,000
Current assets			
Fees in arrears		420,000	
Office account		620,000	
Client's account		840,000	
			1,880,000
Total assets			4,825,000
Equity and liabilities			
Equity			
Capital			3,000,000
Retained earnings			910,000
			3,910,000
Non-current liabilities			

15% long-term bank loan			10,000
Current liabilities			
Client's account		840,000	
Accrued operating expenses		65,000	
			905,000
Total equity and liabilities			4,825,000

Details for John and Company Advocates for receipts and payments for the year ended 31 March 2023 is provided below:

	Shs. '000'
<b>Receipts:</b>	
Fees for services rendered	4,800,000
Deposit to buy property for the client	3,200,000
Deposit for ongoing court case for the client	1,440,000
<b>Payments:</b>	
Motor vehicles purchased	200,000
Operating expenses	1,155,000
Deposit on property sale contract for the client	650,000

Additional information:

- (i) Depreciation is charged on a straight-line method as follows:
  - Furniture and fittings at 10% on cost
  - Equipment at 12.5% on cost
  - Motor vehicles at 20% on cost
- (ii) Interest on bank loan is accruing at the year end.
- (iii) Interim feenote of Shs. 800m was debited to client's account.
- (iv) Accruing operating expenses amounted to Shs. 200m for the year ending 31 March 2023.
- (v) During the year operating expenses of Shs. 120m was charged to client's account.
- (vi) Fees in arrears for the year ending 31 March 2023 amount to Shs. 920m.

Prepare:

- a) A statement of Income and Expenditure for John and Company Advocates for the year ending 31 March, 2023. (4 marks)
- b) The Client's account for the year ending 31 March 2023. (2 marks)
- c) The Statement of Financial Position for John and Company Advocates as at 31 March, 2023. (4 marks)

## SECTION B: HUMAN RESOURCE MANAGEMENT

### QUESTION FOUR

- a) A job interview is one of the methods of employee selection tool where candidate is taken through a session of questioning related to the job task and the organization.  
Discuss five (5) reasons why a company will opt to use interview method as a tool of selection process. (5 marks)
- b) Explain five (5) factors that management should take into account when planning its employees resourcing function. (5 marks)

### QUESTION FIVE

- a) You have been hired as a HR officer of a law firm in Nairobi. The management of the firm does not seem to understand the concept of career planning and development. They have asked you to make a presentation to them on the nature of career planning to enable them understand the concept. Describe five (5) aspects that you would include in your presentation. (5 marks)
- b) Transfers are a common phenomenon in both private and public organizations. It involves shifting of employees from one job to another without changing their responsibilities or pay. Discuss five (5) reasons why managers may consider transferring some of their employees within the organization. (5 marks)

## SECTION C: OFFICE PRACTICE

### QUESTION SIX

Okecha \$ Co. LTD. is a law firm that has been in operation for over twenty years but, still uses traditional methods of documentation. Due to competition and market demands, the firm has decided to recruit an IT manager to assist in implementation of electronic documentation systems.

- a) Explain six (6) benefits that may accrue to the firm for adopting electronic documentation systems. (6 marks)
- b) Discuss four (4) strategies that the firm may take into consideration when implementing digital documentation systems. (4 marks)

#### QUESTION SEVEN

Health, safety and security are important aspects that should be observed in an organization. It is one of the most vital factors persons look into in a work place before joining the firm. It is the duty and obligation of a firm to provide a secure and safe working environment to its employees.

- a) As a proprietor of Kimka and Kanyoni advocates, explain four (4) importance of health, security and safety measures in the firm. (4 marks)
- b) Discrimination at work place has become rampant at almost all business set-ups. As an officer in a law firm, discuss three types of discrimination at work place. (6 marks)

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SCORED**

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1 <sup>st</sup> Verification	CTR

224475



**COUNCIL OF LEGAL EDUCATION  
EXAMINATION FOR ADMISSION TO THE ROLL OF ADVOCATES**

UNIT CODE: 

A	T	P	A	D	6
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 SUBJECT/UNIT ..... LEGAL PRACTICE MANAGEMENT .....

REGISTRATION NUMBER:

DATE: ..... 28/3/2023 .....

**INSTRUCTIONS TO CANDIDATES**

1. Enter the Unit code, Subject of the Examination, Admission Number and Date in the spaces provided. The admission number should be as it appears on the Examination Card.
2. Do not write your name anywhere in this booklet.
3. Attempt each question on a fresh page of the booklet.
4. If an additional booklet is used, it MUST be fastened at the END of this booklet.
5. Insert in the column headed 'Question Number' the numbers of questions answered in the order in which you have attempted them.
6. Kindly ensure your handwriting is LEGIBLE.

Question Number	Examiner		Moderator		Quality Assurer	
	Mark	Initials	Mark	Initials	Mark	Initials
6	7	E.K.				
4	9	J.O.O.				
1	19	K.Z.K.				
2	06	K.Z.K.				
7	09	E.K.				
<b>TOTAL MARKS</b>	50	E.K.				

19 of 20  
b 6500  
c 6 E.K.

Write on both sides of the paper

Questions ..... 6 (a) .....

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## Benefits for adopting electronic documentation system

### ① Reduced Labour cost

When Electronic documentation system reduces the cost of hiring human resource or human force. Most of the jobs of handling documents will be substituted with internal storage system of the computer and CPU thus requiring few employees in the organization.

### ② Save on space.

Since the cabinets that were previously used to keep or store documents will be substituted with computer softwares like mails to store documents, the organization will utilize the space that was used by cabinets in other resourceful tasks.

### ③ Quick retrieval of documents.

Future needed documents that have been computerized will be retrieved with ease as compared to physical searching of documents from files and cabinets.

### ④ Improve on safety of documents.

Electronic documents can be saved in a password access mode. This reduces chances of those documents falling on unauthorized hands or getting lost.

### ⑤ Improve on efficiency in accessing documents.

Electronic documentation system is efficient and saves on time as compared to paperwork.

### ⑥ Cost effective as large or many paperwork will no longer be needed. Most documents will be reduced into produced and data stored thus saving on paperwork.

Strategies to take into account during implementation of digital documentation.

① Training of staff.

The company will need to train the existing staff on how to use the digital platforms.

② Induction of ~~new~~ staff.

Newly employed staff will be required to be taken through the process of using the digital documentation system so that they can be knowledgeable enough to use them.

③ Continuous sensitization <sup>on</sup> of the need to utilize digital documentation system.

This can be done through staff meetings and training programs in order to ensure that the staff align themselves with the new norm.

④ Change of policy

The firm may be forced to change its policies such as come up with new policies on the use of the electronics. This will prevent misuse of electronics when the staff are processing and storing documents.

7/10

Write on both sides of the paper

Questions ..... 4.9 .....

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Reasons for use of interview method:

- ① Getting the deep understanding of a potential employee's background and char.

Through interviews, a company is able to get to know deep <sup>and well</sup> information such as the background, strengths and weaknesses of an interviewee.

- ② Get additional information, that <sup>could not</sup> be obtained through screening, <sup>concerning</sup> about a candidate. Interviewing process enables the company smoke out such other or further information touching on a candidate that was not submitted in the application stage.

- ③ Enables a company to cross-check the information supplied to them during application and the word of mouth from a candidate. For example, the qualification of a candidate that is reflecting on certificates.

- ④ Through interviews, a company will be in a position to get the most suitable person based on the traits they are looking for:

Interviews are basically concerned with attitude of a person, professionalism of a candidate, politeness among other traits. Through one on one questioning, these can be displayed on a candidate.

- ⑤ Interviews displays a stiff competition and as a result a company will be in a position to get the best candidate to fill a vacant position based on competence and performance dur of a candidate during interview.

① Cost

The management should bear in mind the amount of cost that would be required to execute or fulfil the needs of the function.

② Availability of funds

Before deciding whether or not to bring in new staff, the organization must check whether there is enough funds to offset the salaries of new staff.

③ Organizational policies.

The policies of an organization will play a role in guiding the planning process before coming up with a solution.

④ Needs of the function

They must know where vacancies are available and/or where there is need to add new staff

⑤ Government policy.

During planning its employees resourcing function, the management must do so in accordance with set principles, such as transparency - need to advertise; competition and equality.

Write on both sides of the paper

Questions ..... I.A (i) .....

Do not write in  
either margin

Non-current liability arises once there is a supply of goods on credit to an organization.

1) The definition is unclear on the meaning of an obligation. It should be an obligation to pay.

Unclear -

2) The statement does not put it clear that there must be a person entitled to be paid called a creditor.

~~3) Non-current liability need not be paid within a year. It can be carried on to another financial year in form of an accrual.~~

~~4) Non-current liability is concerned with inflow of resources of which from a creditor of which results to a burden to the organization.~~

3) Non-current liability is not payable within a year. It is a long term liability like a long term loan.

## ELIZABETH BUSINESS

## STATEMENT OF PROFIT OR LOSS ACCOUNT

FOR THE YEAR ENDING 31 MARCH 2023

	Sh '000'	Sh '000'
Sales		213,000
less returns inwards		4,500
Net sales.		208,500
less Cost of Goods Sold :		
Opening inventory	56,000	
Purchases	79,500	
less return outwards	(3,000)	
less closing inventory	(42,000)	
	90,500	(90,500)
Gross Profit		118,000
less Expenses :		
Wages	84,500	
Insurance	10,500	
Depreciation :		
Buildings	$\frac{2}{100} \times 350,000 = 7,000$	
Motor vehicle	$\frac{20}{100} \times 18,000 = 3,600$	
	105,600	(105,600)
Net profit		<u>12,400</u>

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Questions ..... 1 B (i) .....

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Formal induction program entails introducing new employees to the organization's <sup>system</sup> and making them get to know the goals/object of the organization, the kind of work they are expected to do and the management structure of the organization.

Failure to conduct induction would result to:

① Mistakes.

① New employees, by virtue of them being new to the business of the organization, would be making mistakes since they are not guided by other staff.

② Failure of the organization to achieve its goals since the new staff would be slow and are unaware of what they are expected to do.

③ Confusion between staff.

Since the new employees have not been taken through induction program, they will not be aware on who to report to and the lines of communication to follow.

## Demerits

① Biased process of promotion.

This is because, promotion will be based on opinions of the staff emanating from whom they like and whom they hate.

② Uncompetitive process.

Since promotion will not be based on merits of staff, the whole process will be uncompetitive. ~~on grounds that~~

③ Inequality in promotion.

The process may end up being one-sided by discriminating some of the staff for the benefit of others.

Write on both sides of the paper

Questions ..... 1. C. (1) .....

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## ① Poor quality items.

Since the single supplier will be enjoying monopoly of supply, the suppliers will be prompted to supply items that are cheap but poor in quality in order to make more profit.

## ② Low quantity of items supplied.

Some items will be missing during supply as the supplier will be tempted to supply few amount of items as ~~con~~ contrary to the demand.

## ③ Overpricing of items.

The supplier who is enjoying monopoly of supply of items will be doubling the cost of items required by the firm to the firm's detriment.

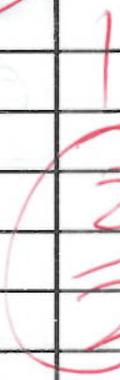
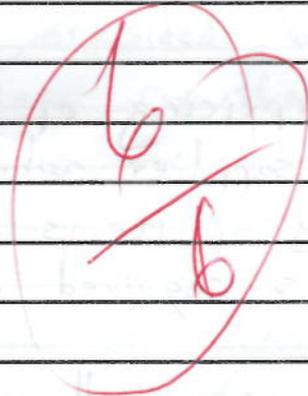
④ The firm will not be in a position to compare prices from other potential suppliers. This is disadvantageous to the firm since only one supplier will ~~is~~ <sup>be</sup> given the tender to procure items to the firm.

## ⑤ Delay in supply.

Since the single supplier might be engaged in other tasks elsewhere, the firm will not be in a position to access to the intended expected items as a result of delay in supply from the supplier.

i) Open tendering procurement. through advertisements. Here the firm will receive ~~tenders price~~ quotations from potential suppliers who are willing to supply items to the firm.

ii) ~~Outsourcing~~ Approaching a number of suppliers. The firm might decide to approach specific suppliers, compare the quality of products and finally give them the tender to supply items to the firm when need arises.



Write on both sides of the paper

Questions ..... 2 .....

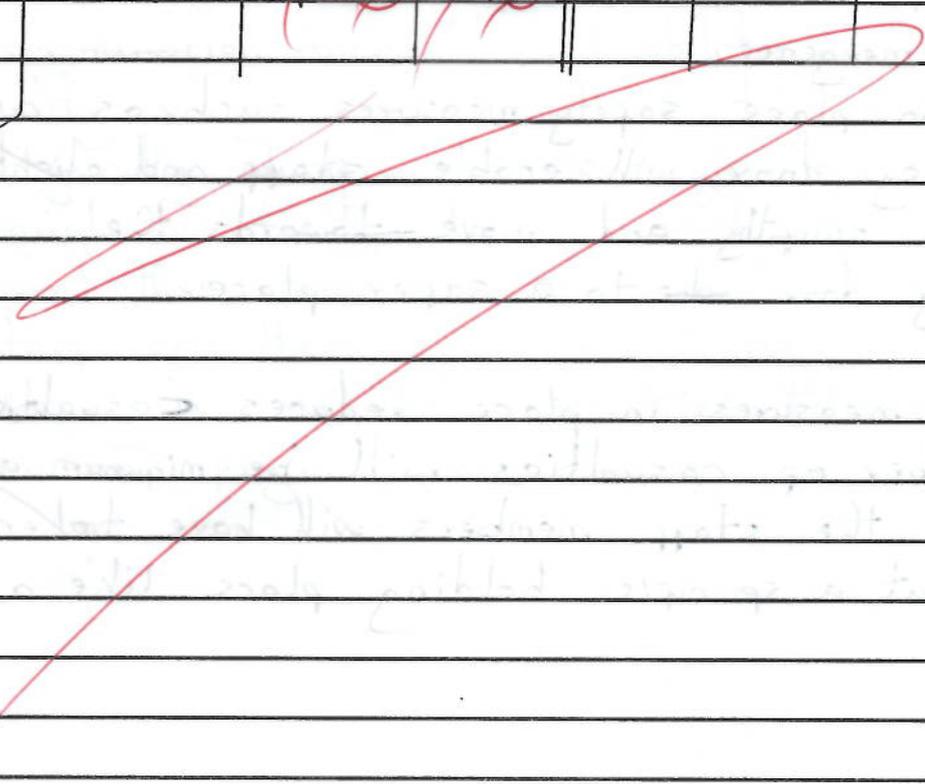
Do not write in either margin

K & Co. Advocates  
Cash book for January 2023

Dr.

Cr.

Date 2022 January	Details	Office Sh. m	Client Sh. m	Date 2022 January	Details	Office sh. m	Client sh. m
1	balance b/d	7.5	105.5	12	Tender settlements		
2	C & Co.	10.5		9	Tender S.L. Insurance	<del>500.000</del>	0.5
15	Costs. J&C Ltd	12.0		9	T. Thagana Repairs		0.9
16	KTB Trust T Thagana	4.4	<del>4.4</del>	15	Advert. J&C Ltd		0.9
19	Kata		1.0	15	J&C Ltd Drawing		12.0
20	Fanaka Ltd	<del>10.0</del>	10.0	20	Njoroge & Co		0.1
21	H & Co Ltd	9.9		22	H & Co Ltd	8.4	
22	Cost.	1.6		15	J & C Ltd		12.0
23	J & C Ltd.		4.5	15	KTB Trust		3.5
15	Costs KT B Trust	3.5		25	J & C		
					bal e/d	41.0	91.1
		49.4	121.0			49.4	121.0
	bal b/d	41.0	91.1				



Health, Security and Safety measures in the firm safeguards the security and safeness of staff and clients in an organization at a time of emergence.

Importance of the measures :

1) At a time of emergence the measures assist to contain the emergence.

For example fire - Staff will be aware where to collect the extinguishers to contain the fire and prevent spread of fire.

2) Enables a smooth response to an emergence. Having in place measures, it would be ease since people or staff will be aware on where to seek cover and give space to responsible officers contain the situation.

3) It prevents ~~or~~ confusion at the time of an emergence.

Putting in place safety measures such as an emergency door, will enable staff and clients responde swiftly and move towards the emergency door ~~where~~ to a safer place.

4) The measures in place reduces ~~casualties~~. The number of casualties will be minimum as most of the staff members will have taken refuge at a specific holding place like a field.

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### ① Racial discrimination.

This kind of discrimination is based on skin colour. It involves favouring one race over the other. For example, in South Africa, during the apartheid regime, jobs were allocated based on whether one was a black or a European.

This can arise in workplace in a way that the whites are favoured while blacks are prejudiced.

### ② Gender based discrimination.

Is based on gender. Some organization prefer hiring ~~more~~ men <sup>over</sup> ~~than~~ female.

The Constitution subject to article 27 provides for the two-thirds gender rule. This is to ~~sub~~ prevent or discourage firms from discriminating women over men in terms of employment opportunities.

### ③ Discrimination based on disability.

Disability range from physical to mental.

The physically disabled people might be denied an equal opportunity ~~to~~ in promotions, of staff. To prevent this, firms are encouraged to consider all staff, give them equal opportunity to compete and bear in mind the inequalities between staff in terms of physical fit fitness.

9/10

6/6

**LEAST  
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1 <sup>st</sup> Verification	CTK

223791



**COUNCIL OF LEGAL EDUCATION  
EXAMINATION FOR ADMISSION TO THE ROLL OF ADVOCATES**

UNIT CODE: 

A	T	P	1	0	6
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 SUBJECT/UNIT LEGAL PRACTICE MANAGEMENT

REGISTRATION NUMBER:  DATE: March 28, 2023

**INSTRUCTIONS TO CANDIDATES**

1. Enter the Unit code, Subject of the Examination, Admission Number and Date in the spaces provided. The admission number should be as it appears on the Examination Card.
2. Do not write your name anywhere in this booklet.
3. Attempt each question on a fresh page of the booklet.
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5. Insert in the column headed 'Question Number' the numbers of questions answered in the order in which you have attempted them.
6. Kindly ensure your handwriting is LEGIBLE.

1900/20  
b 4500  
C 3 Fcd

Question Number	Examiner		Moderator		Quality Assurer	
	Mark	Initials	Mark	Initials	Mark	Initials
5	4	JOO				
6	4	F.R.				
1	07	K.K.				
4	3	JOO				
2	00	K.K.				
<b>TOTAL MARKS</b>	27 F.R.					

18 EK

Write on both sides of the paper

Questions ..... 5(a) .....

Do not write  
either margin

Aspects to include in my presentation on career planning.

a) Job design

This is highlighted as the nature of work that one engages in, it gives an understanding of the nature of work one may pursue.

b) Career objectives

Career objectives are integral in career planning as they issue a sense of direction that one ought to take.

Reasons why managers may consider transferring some of their employees within the organisation.

a) Reduces wage bill

Managers may opt to transfer some of their employees within the organisation as it reduces wage bill. Internal transfers are considered cost effective as compared to the entire process of recruitment, selection and induction.

b) For promotion purposes.

When an employee has depicted exemplary performance, a manager can transfer such an employee to a higher office as a reward of good performance.

c) Opportunity to thrive

Transfers can also be effected by a manager to present an employee with an opportunity to thrive in an area that he/she has experience on or where he/she has an interest in.

d) Career advancement.

A manager may consider to transfer an employee considering their advancement in their career. For instance an employee may be transferred within an organisation from one department to another for the reason that they have gone for further studies and achieved a new academic qualification.

e) Retain a productive employee

In order to retain within the organisation a productive employee, a manager may consider to transfer an employee to a different department within an organisation with better pay and work conditions.

Write on both sides of the paper

Questions ..... 6 (a) .....

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## Benefits for adopting electronic documentation system

### a) Cost effective

An electronic documentation system is more cost effective in terms of implementation as compared to the manual documentation system which requires an extra amount for its implementation.

### b) ease of access

An electronic documentation system presents an ease in terms of access as it can be easily accessed at any point and time.

### c) Saves on space

Being an electronic system, an electronic documentation system does not need bigger storage spaces compared to the manual documentation system, this aids in putting the storage space that would have accommodated the manual documentation system into alternative use.

### d) Acts as a back up

Manual documentation system is prone to various challenges. Common among them is destruction. Electronic documentation system acts as a back up in instances where the manual copies have been destroyed or misplaced.

### e) Efficiency

An electronic documentation system presents an efficient way of storing documents as it can be easily arranged in a neat way and documents can be retrieved instantly and uploaded instantly.

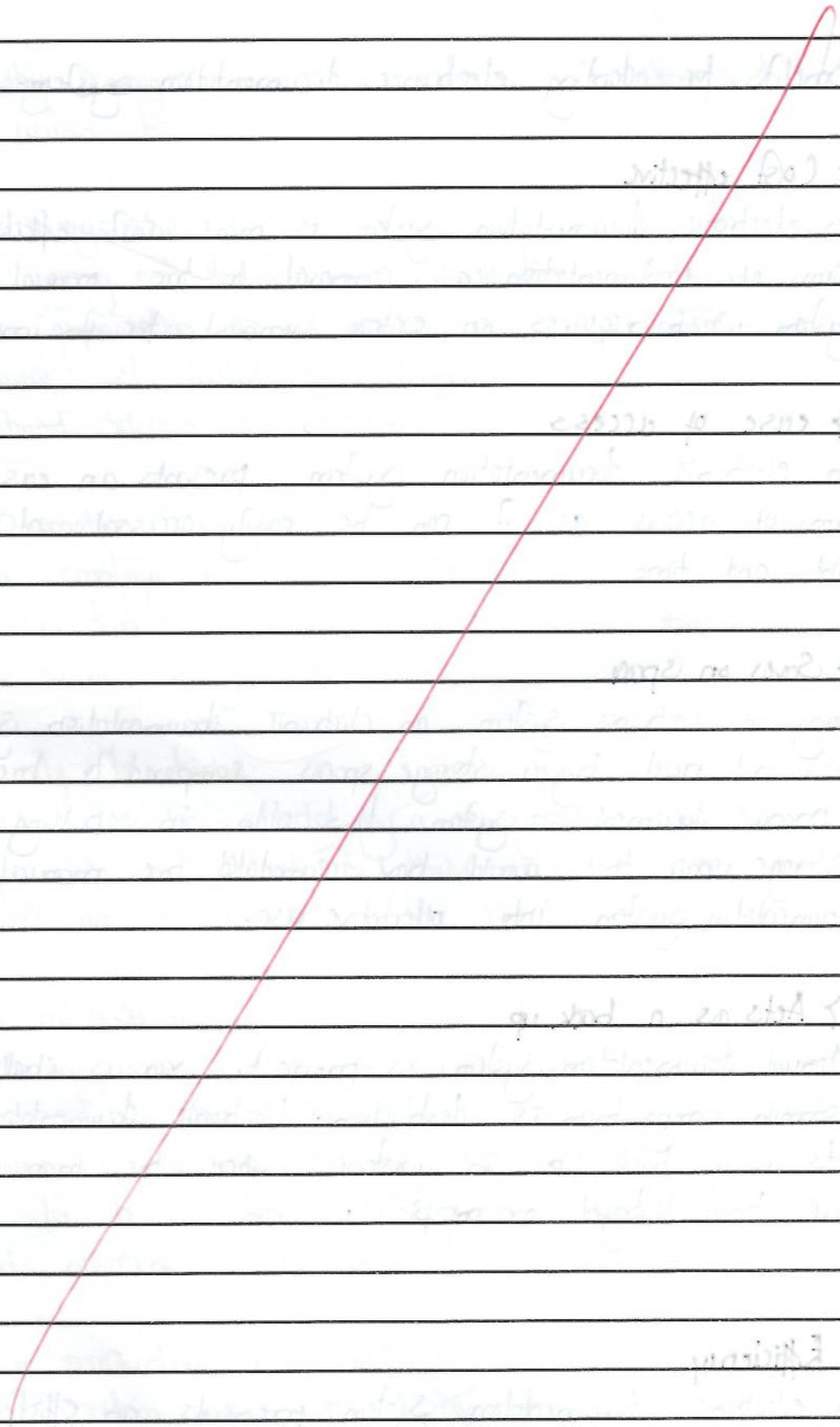
(4/10)

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either margin

Questions .....

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d7



Write on both sides of the paper

Questions ..... 6. (b) ! .....

Do not write in either margin

Strategies for consideration when implementing digital documentation system.

a) Cost

The firm may consider a more cost effective digital documentation system to implement.

b) Training

The firm may also put in place adequate training to its employees in order to familiarize with the system.

4  
10

0  
6

### Implications of avoiding formal induction program

#### a) Affects integration and connectivity with other employees

Formal induction provides an opportunity for new employees to be introduced to other employees creating an easy environment to work in. Failure to offer formal induction to new employees thus affects their connectivity with other employees thus affecting service delivery.

#### b) Ignorance as to work culture and practices

It is imperative that a formal induction is conducted for new employees as it gives them an opportunity to learn of what is expected of them and also gives them an opportunity to be acquainted or introduced to the functionality of the various equipments and activities within the organisation.

#### c) Causes fear and tension

Formal induction aids in making new employees to feel comfortable within the organisation and to ease their tension and fear considering the new work environment. Lack of formal induction thus causes tension and fear which in turn lowers the new employees morale affecting their productivity.

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Questions .....

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17 Elements of internal sources of recruitment when promoting employees to senior positions in skyline.

of Favouritism

Internal sources of recruitment in skyline are likely to favour one of their own considering that promotions are done for employees within the company.

d) Disadvantages of relying on a single supplier:

a) Poor quality goods

The firm may be exposed to poor quality goods as it relies on only a single supplier. Diversity in sampling leads the firm to settle on quality goods.

b) High cost of goods

The firm may also be exposed to high cost of goods by the supplier being a sole supplier. Should the firm engage different suppliers it will then settle on the most favourable one with favourable cost of goods and quality.

e) Delay

When engaging one supplier the firm might be exposed to unnecessary delays in terms of supply. Engaging different suppliers ensures timely supply and availability.

d)

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Questions .....

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ii) Other methods of procurement:

a) Tender

The firm may opt for procuring the tender way in that they declare open a tender for supply of goods and attract bids from different suppliers then settle to the most favourable bidder.

b) Through a sales man

The firm can also apply the use of a sales person. A sales representative may be sent with samples to convince the firm to settle on their products. This presents the firm with a wider category as to what to choose in terms of cost and quality.

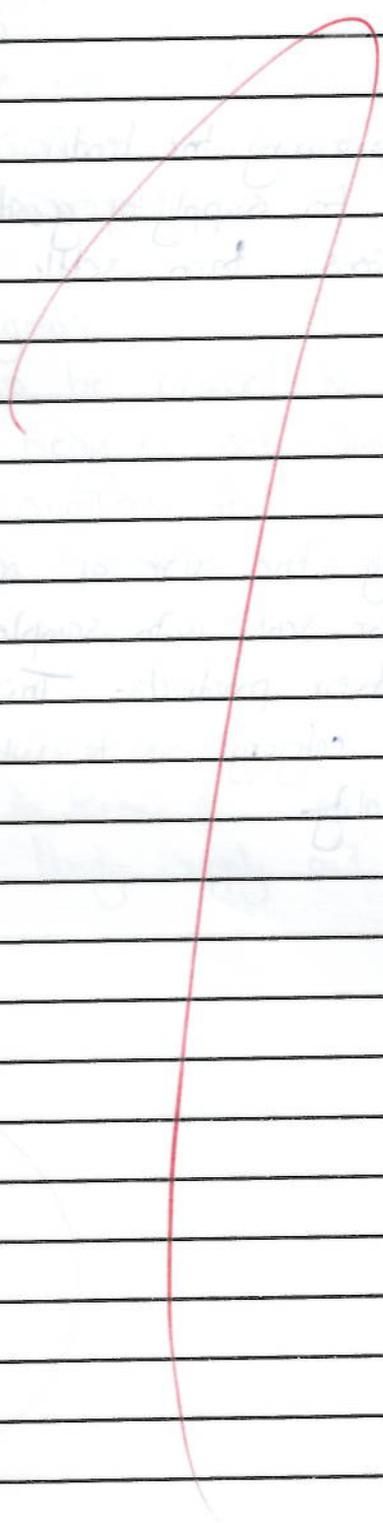
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Questions ..... 1(a) .....

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Questions ..... 4.61 .....

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a) face to face engagement

Interview offers an opportunity for the panelists to have  
a face to face engagement with their interviewee

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Questions ..... 4(b) .....

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a) Future personnel requirements ✓

b) Technological changes ✓

When planning its importance that technological changes are considered.

c) Present Human Resource skills ✓

d) Future problems ✗

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Questions ..... 2: .....

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