

<b>Question</b>	<b>Correct answer</b>	<b>Marks</b>
1	Corporate reporting	1
2	Autocratic	1
3	Negotiation	2
4	<p>Helping the young players to settle in during their first week - Mentoring</p> <p>Identifying each player's key skills and encouraging them to develop new skills - Coaching</p> <p>Advising the players on addressing personal issues, such as managing their finances - Counselling</p> <p>Helping the players to anticipate opponents' reactions - Coaching</p>	2
5	The collective well-being of stakeholders	1
6	Structural unemployment	2
7	To identify the maximum discounts that can be offered to customers. Provide information about costs of distribution channels for products	2
8	<p>Detecting unusual patterns in key accounting ratios</p> <p>Predicting the probability of key risks materialising</p>	2
9	Decreasing birth rate - Yes Increasing death rate - No	2
10	Tell and listen approach	2
11	To ensure that the client's financial statements are reasonably accurate and free from bias	2
12	Self-review	1
13	Prioritise the tasks in relation to the most important business outcomes	2
14	Objectivity	2
15	Promotion of ethical standards in all member organisations	2
16	<p>Some organisations do not have an informal element – <b>False</b></p> <p>The informal organisation should be considered when business decisions are made - <b>True</b></p>	2
17	Price	2
18		1

	<b>Authorisation</b>	
19	<b>The equity of the company - Statement of financial position</b>  <b>Operating profit as a percentage of revenue- Statement of profit or loss</b>  <b>Long-term borrowings - Statement of financial position</b>  <b>Liquidity- Statement of financial position</b>	2
20	<b>Setting aside a separate section of the restaurant for families with children</b>	2
21	<b>All private individuals on whom only regulated data is held</b>	2
22	<b>A transaction processing system</b>	2
23	<b>Customer Supplier</b>	2
24	<b>True</b>	1
25	<b>Increased sales</b>	2
26	<b>She demonstrates little concern for other people in the team</b>  <b>She is highly focused on achieving the objectives of the team</b>	2
27	<b>False</b>	1
28	<b>Confirming that the financial accounts present a true and fair view</b>  <b>Confirming that accounts have been prepared in accordance with legal requirements</b>	1
29	<b>Applying consistently high moral values</b>	1
30	<b>Members can vote according to the number of shares owned</b>  <b>Shares can be bought and sold through personal transactions of the members</b>	2
31	<b>Synergy</b>	2
32	<b>Blockchain information requires a greater need for the auditing of transactions</b>	2
33	<b>Task</b>	2
34	<b>An oligopolist has a high level of influence within its market</b>	2
35	<b>Responsibility</b>	1

36	Quality control procedures	2
37	The monitoring and enforcement of legal and compliance standards	2
38	Taylor	1
39	A personal development plan is a plan to develop personal skills and to meet personal objectives	1
40	Product Place	1
41	More accountability at lower levels	1
42	The minimum acceptable standards of behaviour and conduct of employees	2
43	Strengths Weaknesses	1
44	Forming	2
45	Sales	2
46	It is horizontal	1

#### MTQ 47

##### Task 1 (2 marks)

Peter Drucker	Reference D
Henri Fayol	Reference B
Henry Mintzberg	Reference A
F W Taylor	Reference C

##### Task 2 (2 marks)

Psychologically distant leader
Psychologically close leader

#### MTQ 48

##### Task 1 (2 marks)

Locking the computer room to prevent access to non-employees	General control
Limiting access to departmental laptops through making them password protected	General control
Taking backup of data files each evening and holding backup copies off-premises	General control
Providing basic IT training to payroll staff to prevent errors in using the system	Application control

**Task 2 (2 marks)**

Fraud and errors in handling cash can be prevented through <b>segregation of duties</b> since no one individual can record and process a complete transaction.	<b>segregation of duties</b>
Even if such a measure were introduced, the possibility exists that staff could act together to perpetrate fraud and bypass this control. This can be prevented through <b>induction and training</b> as it would ensure awareness of the heavy sanctions to be imposed in cases of dishonesty.	<b>induction and training</b>

**MTQ 49****Task 1 (2 marks)**

An interview to help another person to identify and work through a problem	<b>Counselling</b>
A long term relationship in which a more experienced person encourages an individual's personal and career development	<b>Mentoring</b>
An approach whereby a trainee is put under the guidance of an experienced employee who shows the trainee how to perform tasks	<b>Coaching</b>
An interview, the aim of which is to review performance and identify training and development needs	<b>Appraising</b>

**Task 2 (2 marks)**

<b>Career and personal development</b>
<b>Providing a role model for an employee</b>

**MTQ 50****Task 1 (2 marks)**

Donna and Dietmar	<b>Connected</b>
Members of the management committee	<b>Internal</b>
The four building companies	<b>Connected</b>
Local residents	<b>External</b>

**Task 2 (2 marks)**

Stakeholder	Stakeholder category	Communication strategy
Building companies	<b>low power, high interest</b>	<b>kept informed</b>
Local residents	<b>high power, high interest</b>	<b>treated as a key player</b>

**MTQ 51****Task 1 (2 marks)**

<b>Integrity</b>
<b>Professional behaviour</b>
<b>Confidentiality</b>
<b>Objectivity</b>

**Task 2 (2 marks)**

<b>Acting in the public interest</b>
<b>Ethical codes of conduct</b>
<b>Process of certification</b>
<b>Presence of a governing association</b>

**MTQ 52****Task 1 (4 marks)**

	<b>Dimension</b>	<b>Level</b>
Company A	<b>Power distance</b>	<b>High</b>
Company B	<b>Masculinity</b>	<b>High</b>
Company C	<b>Uncertainty avoidance</b>	<b>Low</b>
Company D	<b>Individualism</b>	<b>Low</b>