

**CORPORATE ADMINISTRATION
PILOT PAPER**

The examination paper is divided into TWO Sections. Section A is compulsory and carries 40 marks. Candidates should attempt THREE questions from Section B, all of which carry 20 marks each.

You should allow yourself approximately 70 minutes in total to answer the questions in Section A, and 35 minutes for each of the questions attempted in Section B.

Time allowed: 3 hours

SECTION A

(Compulsory – answer all parts of this question)

1. (a) Outline the key provisions of the Working Time Regulations as they affect employees. (4 marks)
 - (b) Provide a list of the key issues which new employees of an office based firm would need to know at their induction. (4 marks)
 - (c) Outline the key components of a statement of health and safety policy as required by the Health and Safety at Work Act 1974. (4 marks)
 - (d) List the main data protection principles contained in the Data Protection Act 1998. (4 marks)
 - (e) What are the outline details of the legislation which permits employers to monitor the content of communications sent by employees at work? (4 marks)
 - (f) Outline the key elements of Stakeholder Pensions introduced in the UK in 2001. (4 marks)
 - (g) What is the basis and commercial use of a captive insurance company (4 marks)
 - (h) What are the key principles of Statutory Value Added Tax? (4 marks)
 - (i) List the main priorities of a Facilities Management function in an office-based business (4 marks)
 - (j) Outline the key issues which a security audit would cover in a bank (4 marks)
- (Total: 40 marks)*

SECTION B

(Answer THREE questions from this Section)

2. You have been appointed as Company Secretary of a manufacturing company with 50 employees and you have responsibility for human resource management. On reviewing the firm's terms and conditions of employment you find that although reference is made to disciplinary and grievance procedures, a formal policy document does not exist.

Required: A disciplinary and grievance procedure for issue to all employees.
(20 marks)

3. Your responsibilities as Administration Manager of your company, a public relations agency, include the management of information, data and technology for the business and its employees. During the past five years there has been little control over the use by employees of e-mail and the Internet, and the company's own Intranet. Your Board is concerned that the company is at risk from the uncontrolled activities of its employees and has asked you to address the issues.

Required: An e-mail and Internet use policy for dissemination to all employees.
(20 marks)

4. Write a Board Paper entitled 'The changing role of the administrator and the need to secure effective administration in the modern company'.

(20 marks)

5. You are Secretary to the Board of Directors of a publicly quoted company. Your responsibilities include Insurance and Risk management. During the past year there has been a dramatic increase in industrial accidents and absences through sickness in the company.

Required: A Board Paper entitled 'Insurance provisions to protect the Company's Human Resources including recommendations on an appropriate risk management policy which addresses the recent problems'.
(20 marks)

6. As Human Resources Manager in a rapidly growing company of 100 employees you have been given responsibility for pensions issues. To date the company has not provided a pension scheme for its employees but following recent legislation has decided to introduce an employer's occupational pension scheme for all employees. Your Managing Director has asked you to produce an outline of a typical scheme and the means by which it will be approved and financed.

Required: A report to the Managing Director entitled 'The introduction of an occupational pensions scheme for staff'.
(20 marks)