



**Free Questions for L3M4 by vceexamstest**

**Shared by Douglas on 24-05-2024**

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# Question 1

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**Question Type:** MultipleChoice

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Which one of the following is unlikely to appear in an organisational procurement manual?

**Options:**

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- A- Staff names
- B- Instructions
- C- Policies
- D- Procedures

**Answer:**

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A

**Explanation:**

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Staff names.

One of the 'benefits' of the creation of organisations large enough to have procurement manuals is that individuals can be replaced in their posts by others. This is part of the basis of Weber's theory of bureaucracy. Charles Handy, a great UK management writer tells a story of how he took up a new post for a large oil company, and on his office door the job title was affixed permanently, but his own name was presented in a readily-replaceable label. He realised when he saw this how easily his employer thought he could be replaced.

Thus, procurement manuals are unlikely to name individual staff members - policies and procedures, posts and activities, yes.

## Question 2

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**Question Type:** MultipleChoice

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'Members of a team have xxxx skills, and not the same skills'. Select the one which fits best to re-place xxxx.

### Options:

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- A- Complementary
- B- Developing
- C- Conflicting
- D- Identical

**Answer:**

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A

**Explanation:**

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Complementary: the team's skills should fit together; they should 'complement' each other.

A soccer team full of defenders would be unlikely to be successful?

## Question 3

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**Question Type: MultipleChoice**

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'Collaborate, communicate, XXXX and coerce'. Select the missing term.

**Options:**

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**A-** Decide

**B-** Dictate

**C-** Consult

**D-** Direct

**Answer:**

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D

**Explanation:**

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'Collaborate, communicate, direct and coerce.'

Methods of communicating change. These terms are taken directly from your syllabus for this sub-ject, and reflect a decreasingly co-operative approach to communicating / implementing change.

Managers can decide where they wish to be on this spectrum of behaviours, rather like McGregor suggests with Theory X and Y.

## Question 4

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**Question Type:** MultipleChoice

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'A team has a common XXXX and YYYY'.

Select the one which fits best.

**Options:**

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- A- Captain and uniform
- B- Language and culture
- C- Employer and hobbies
- D- Purpose and goals

**Answer:**

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D

**Explanation:**

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Purpose and goals - the description is part of the definition of a team.

Language and culture might immediately appeal, but is not the correct answer. Teams might commonly have the same employer.

Captain and uniform is a mild attempt at humour - teams don't need a uniform, although some do eg airline crews and footballers.

## Question 5

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**Question Type:** MultipleChoice

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Which two of the following actions are most likely to be carried out by the supplier?

### Options:

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- A- Inspect the delivered goods
- B- Submit invoice
- C- Deliver
- D- Expedite

### Answer:

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B, C

### Explanation:

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Deliver and submit invoice.

Expediting and inspecting the goods, once delivered, would be tasks for the buyer - not always necessary, depending on circumstances, and depending on the quality of the supplier's operations.

## Question 6

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**Question Type:** MultipleChoice

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Thinking about PEST, or PESTEL, or STEEPLE; under which two headings would taxation most comfortably sit?

### Options:

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- A- Economic
- B- Political
- C- Environmental
- D- Legal
- E- Demographic
- F- Technical / tehnological
- G- Social / socio-cultural
- H- Ethical



**Answer:**

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A, B

**Explanation:**

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The answer is political and economic.

The words used in the possible answers spell out STEELED which a later version of PEST, etc

## Question 7

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**Question Type: MultipleChoice**

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'Processes can be improved simply by organising the work in a way that means people have to move around less'. Which 'waste' is being described here?

**Options:**

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**A-** Motion

**B-** Waiting

**C-** Overproduction

**D-** Transportation

**Answer:**

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A

**Explanation:**

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Motion.

The science of ergonomics can help with this.

## Question 8

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**Question Type:** MultipleChoice

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According to CIPS, which of the following are not internal stakeholders? Select one.

### Options:

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- A- Shareholders
- B- Managers
- C- Other employees
- D- Directors

### Answer:

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A

### Explanation:

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According to CIPS, shareholders are not internal stakeholders. They are 'connected' stakeholders.

In many small or family businesses, the shareholders will be the managers of the business.

## Question 9

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**Question Type:** MultipleChoice

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Which two of the following are personality traits?

**Options:**

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- A- Experience in the military
- B- Social skills
- C- Clean current driving licence
- D- Honesty

**Answer:**

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B, D

**Explanation:**

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Honesty and social skills; the other options might be described as skills or experience.

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