



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE BUILDING ADMINISTRATION N6

14 August 2023

This marking guideline consists of 5 pages.

QUESTION 1

- 1.1 B
- 1.2 C
- 1.3 A
- 1.4 A
- 1.5 C
- 1.6 B
- 1.7 B
- 1.8 C
- 1.9 A
- 1.10 C

(10 × 1) [10]

QUESTION 2

- 2.1 False
- 2.2 True
- 2.3 True
- 2.4 True
- 2.5 True
- 2.6 True
- 2.7 True
- 2.8 True
- 2.9 True
- 2.10 False

(10 × 1) [10]

QUESTION 3

- 3.1
 - 3.1.1 J
 - 3.1.2 I
 - 3.1.3 H
 - 3.1.4 G
 - 3.1.5 F
 - 3.1.6 E
 - 3.1.7 D
 - 3.1.8 C
 - 3.1.9 B
 - 3.1.10 A

(10 × 1) (10)

- 3.2
- Consider the source of funds.
 - Before a tender is submitted, consider how much capital is required and the anticipated profit turnover.
 - Make a good investment choice of to be able to pay the money.
 - Determine how much money would be required and from which resources it is to be raised.
 - A builder is an investor in plant and equipment, materials and services (expenditure) to make a reasonable profit on completion.
 - They must discover the potential market for the product which is proposed to be built.
- (Any 5 × 2) (10)
[20]

QUESTION 4

- 4.1
- | | |
|--------|-------------------------|
| 4.1.1 | Quantity surveyor |
| 4.1.2 | Architect |
| 4.1.3 | Internal evaluation |
| 4.1.4 | Interim certificate |
| 4.1.5 | Owner |
| 4.1.6 | Payment |
| 4.1.7 | Owner |
| 4.1.8 | Main contractor |
| 4.1.9 | Subcontractor |
| 4.1.10 | Nominated subcontractor |
- (10 × 1) (10)
- 4.2
- Instruction for the return of tender.
 - Two copies of complete bills of quantity.
 - Two copies of the tender form.
 - One addressed envelope for the return of the tender form.
 - Drawings.
- (5 × 2) (10)
[20]

QUESTION 5

- 5.1
- | | |
|--------|---|
| 5.1.1 | National Building Regulation Act |
| 5.1.2 | South African Authority Act |
| 5.1.3 | Basic Conditions of Employment Act |
| 5.1.4 | Compensation for Occupational Injuries and Diseases Act |
| 5.1.5 | Unemployment Insurance Act |
| 5.1.6 | Industrial Conciliation Act |
| 5.1.7 | Wage Measurement for Building Industry Act |
| 5.1.8 | Building Worker's Act for Women |
| 5.1.9 | Electrical Wiremen and Contractors Act |
| 5.1.10 | Apprenticeship Act |
- (10 × 1) (10)

- 5.2
- Carry out instructions and obey safety rules.
 - Report any unsafe conditions as soon as possible to the employer.
 - Cooperate with the employer and subordinates.
 - Report unsafe and unhealthy behaviour or actions as soon as they occur.
 - Take reasonable care for the health and safety of themselves and persons who may be affected by their actions or omissions.
- (5 × 2) (10)
[20]

QUESTION 6

- 6.1
- It should inform the owner of the financial requirements.
 - Record the agreed intentions with the client.
 - Provide a yardstick for progress and costing.
 - Must limit the changes in the design by pointing out the problems.
 - Should help to minimise damages if changes occur.
 - Should provide the timetable for the ordering and delivering of materials.
 - To furnish the promoter with the financial requirements.
 - To show sequence of operations and the total output of payments by results or other incentives.
- (Any 5) (5)
- 6.2
- Must limit changes to the design by pointing out problems.
 - Should help to minimise damages if changes occur.
 - Should provide a timetable for the ordering and delivery of materials.
 - Must furnish the promoter with the financial requirements.
 - Must show the sequence of operations and the total output of payments by results or other incentives.
- (Any 5) (5)
[10]

QUESTION 7

- 7.1
- Chain reaction
 - Heat
 - Oxygen
 - Fuel
- (4)
- 7.2
- Encourage team work.
 - Encourage self-discipline.
 - Provide good physical conditions of work.
 - Supply incentives by introducing a financial reward.
 - Treat any workman as an individual.
 - Inspire confidence and command respect by fair judgement.
 - Promote ambition by encouraging workers.
 - Develop harmony and participation.
 - Promote cooperation by providing reasonable continuity of employment.
- (Any 4 × 1) (4)

7.3

- Plan
- Lead
- Monitor
- Organise
- Control
1)

(Any 2 ×

(2)

[10]**TOTAL:****100**