



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

12 April 2024

This marking guideline consists of 5 pages.

QUESTION 1

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

(10 × 1) [10]

QUESTION 2

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

(10 × 1) [10]

QUESTION 3

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

(10 × 1) (10)

- 3.2 ERR = cost of purchase + fuel cost + overhaul cost + maintenance cost
$$R1\ 150 = R \frac{640\ 000}{1\ 000} + R300 + R \frac{100\ 000}{8\ 000} + \text{maintenance cost} \checkmark$$

$$R1\ 150 = R\ 640 + R300 + R12,50 + \text{maintenance cost} \checkmark$$

$$R1\ 150 = R952,50 + \text{maintenance cost} \checkmark$$

$$R1\ 150 - R\ 952,50 = \text{maintenance cost} \checkmark$$

$$\text{Maintenance cost} = R\ 197,50 \text{ per motor hour} \checkmark$$

(5)

QUESTION 4

- 4.1
- Compensation
 - Activities
 - Perks
- (3)
- 4.2
- Desire for money
 - Success
 - Recognition
 - Job satisfaction
- (4)
- 4.3
- Step 1: Identify the hiring needs.
 - Step 2: Prepare the job descriptions.
 - Step 3: Develop a recruitment strategy.
 - Step 4: Sift through candidates and create a shortlist.
 - Step 5: Conduct interviews.
 - Step 6: Make an offer.
- (6)
- 4.4
- Employee training and development aim to help employees improve their performance in their current roles✓ as well as help them grow to realise their full potential.✓
- (2)
- [15]**

QUESTION 5

- 5.1
- Performance guarantees
 - Advance payment guarantees
 - Retention guarantees
- (3)
- 5.2
- Performance bond
 - Advance payment bond
 - Offsite materials bond
 - Bid bond
 - Retention bond
- (5)
- 5.3
- Schedule
 - Expectations
 - Concerns
 - Technical specifications
 - Surveys
 - Drawings
 - Designs
 - Pre-construction information
- (Any 2 × 1)
- (2)
- [10]**

QUESTION 6

- 6.1
- Examine the effectiveness of health and safety measures.
 - Identify dangers in the workplace.
 - Investigate the causes of incidents at the workplace.
 - Look into any health and safety complaints by employees.
 - Visit the site of an incident.
 - Review the effectiveness of the health and safety measures.
 - Attend the meetings of the health and safety committee.
 - Represent the employees to the employer for health and safety issues.
- (Any 5 × 2) (10)
- 6.2
- Cost of accidents
 - National Building Regulations
 - Occupational Health and Safety Act
 - Department of Labour
 - Personal protective equipment
- (5)
[15]

QUESTION 7

- 7.1
- Hazard identification
 - Improved communication
 - Improved construction quality
 - Better task focus
 - Greener construction
- (5)
- 7.2
- 7.2.1 A firm BoQ is one that has been measured and built precisely from the drawings✓ and specifications.✓ This means it can be priced accurately.✓ (3)
- 7.2.2 An approximate BoQ, also called a provisional BoQ, is subject to remeasurement as the information available✓ is not complete at the time of tendering.✓ (2)
- [10]

QUESTION 8

- 8.1 Fraudulent misrepresentation✓ is a lie used to mislead someone into an agreement that harms them.✓ Misrepresentations can be written, spoken, gestured, or made through silence✓.
Example: a jeweller sells you a diamond ring, but you later discover it is crystal, that is fraudulent misrepresentation.✓
They make a contract invalid. A person or company can make a fraudulent misrepresentation without knowing the statement is false.✓

OR

Merely being reckless or exaggeration to get someone to do something is fraudulent misrepresentation.✓

(Any correct 2 examples)

OR

Negligent misrepresentation.✓ Negligent misrepresentation is when someone makes a statement without considering the true facts.✓ The failure to convey the true facts must result in harm.✓

Example: Party A tells Party B that mobile phone is new when in fact it has been used for a long period,✓ that is negligent misrepresentation.✓

OR

Innocent misrepresentation:✓ occurs when there is no intention to tell an untruth.✓ it carries the least moral consequence as there is no deliberate misrepresentation.✓ The innocent party may rescind (cancel) the contract.✓

Example: A seller unknowingly offering a defective television.✓

(5)

- 8.2 Unfair dismissal includes:
Dismissal due to pregnancy,✓ Participation in protected strike,✓ indirect or direct discrimination against the employee by the employer,✓ employees are forced to do the work that is out of their scope✓, and discrimination based on gender, illness and race.✓

(5)

- 8.3 Insurance is a cover for loss or damage that can happen and is a statutory requirement. It is a legal measure that can be put in place to guard against the risk that can happen, e.g. theft, liability.

(5)

[15]

TOTAL: 100