



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

9 April 2026

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 True
- 1.2 False
- 1.3 True
- 1.4 False
- 1.5 True
- 1.6 True

(6 × 1) [6]

QUESTION 2

- 2.1 C
- 2.2 D
- 2.3 E
- 2.4 B
- 2.5 A
- 2.6 G
- 2.7 J
- 2.8 F
- 2.9 H
- 2.10 I

(10 × 1) [10]

QUESTION 3

- 3.1
- Job costing: The process of estimating costs for small units
 - Unit costing: Labour, materials, specialised labour and other miscellaneous items
 - Standard costing: An accounting practice to spot the variances between expected costs and actual costs
 - Batch costing: A type of estimate where the material is produced in large quantities according to predetermined costs
 - Contract costing: A costing method used by businesses that carry out large construction work

(Any 3 × 2) (6)

- 3.2
- Actual hiring costs
 - Transport costs
 - Assembly costs
 - Operator costs
 - Fuel costs
 - Maintenance costs
 - Insurance costs
- (7)
- 3.3
- The nature of the works to be executed
 - The split of responsibilities between the contractor and the professional team
 - The approach to risk allocation, financing terms and market practice in a particular industry
 - Whether the design and construction are combined or separated
- (4)
- 3.4
- The number of equipment and tools available
 - The size of the available workspace
 - The phase of the project
- (Any 2 × 1) (2)
- [19]

QUESTION 4

- 4.1
- Good induction is important to make a new employee feel welcome.✓ It should include a tour of the building or site and available facilities.✓ An introduction to fellow employees will make the person feel welcome.✓ An induction should always include an overview of the employee manual and the company's products, rules and privileges.✓
- (4)
- 4.2
- Employees stay away from work, actively look for other jobs or resign.
 - They regularly complain about management, their job or their colleagues.
 - They are hostile, unfriendly and uncommunicative.
 - They deliver work of poor quality.
 - It negatively impacts customers and colleagues.
- (5)
- 4.3
- Encouraging team sports
 - Encouraging further studies and development
 - Community outreach programmes
 - Team-building activities
 - Medical assistance
 - Financial assistance
 - Food and nutrition – onsite cafeteria or food allowance
 - Employee appreciation days
 - Stress management and support – an onsite counsellor
- (Any 6 × 1) (6)
- [15]

QUESTION 5

- 5.1 Work measurement is the application of techniques✓ to calculate the time an employee needs to do a specific job to conform to a set standard.✓ (2)
- 5.2
- What must be done?
 - When must it be done?
 - Where must it be done?
 - Who must do it?
 - How must it be done?
- (5)
- 5.3
- Planning and goal setting
 - Management and employee involvement
 - Monitoring and feedback
 - Development and improvement
 - Reward and compensation
- (Any 3 × 1) (3)

[10]

QUESTION 6

- 6.1
- Being aware of the surroundings
 - Reducing work-related stress
 - Using tools appropriately
 - Having crisis exits that are easily accessible
 - Updating the supervisor about unsafe conditions
 - Staying alert
 - Using the right safety equipment
- (Any 5 × 1) (5)
- 6.2
- They must take practical steps to eliminate or mitigate any potential hazard to the safety or health of employees.
 - They must provide and maintain a working environment that is safe and with health and safety risks minimised as far as reasonably possible.
 - They must maintain plant and machinery to ensure that they are free of safety risks.
 - They must ensure that employees are provided with all the suitable personal protective equipment.
 - They must ensure health and safety concerning the production, processing, use, handling, storage or transport of materials or substances.
 - They should ensure that the Act is always adhered to.
 - They need to provide information, instructions, training and supervision to ensure the health and safety of all employees.
- (Any 5 × 1) (5)

- 6.3 To the victim:
- Suffer from injuries and pain
 - Additional expenses because of loss of income
 - Overall negative effects on the quality of life of the victim and the family
- (Any 2 × 1) (2)
- To the organisation:
- May lose earnings and profit
 - Pay for legal fees
 - Pay for compensation
 - Pay for repairs to damaged equipment and materials
 - Pay insurance premium penalties
- (Any 3 × 1) (3)
[15]

QUESTION 7

- 7.1
- To regulate areas that are not covered by legally enforceable duties
 - To maximise profits in the long term
 - To revive fair, ethical judgement in construction activities, such as tendering and dispute resolution
 - To restore faith and credibility in the construction industry
- (4)
- 7.2
- Quality planning
 - Quality assurance
 - Quality control
- (3)
- 7.3
- Establish standards for the technical components of the construction that are necessarily
 - Establish standards for the execution of the construction
 - Establish standards for the documentation of the process of designing, tendering and building the project
 - Provide comprehensive documentation of the project design
- (Any 3 × 1) (3)
[10]

QUESTION 8

- 8.1
- 8.1.1 Trade union access to the workplace
- 8.1.2 Deduction of trade union subscriptions or levies
- 8.1.3 Trade union representatives
- 8.1.4 Leave for trade union activities
- 8.1.5 Disclosure of information
- (5 × 2)

- 8.2
- Investigate the relevant issues.
 - Inform the employee in writing about the problem.
 - Hold a meeting or hearing with the employee to discuss possible disciplinary actions.
 - Write a letter to the employee informing them of the decision.
 - Provide the employee with the opportunity to file an appeal.
- (5)
[15]
- TOTAL: 100**