



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

12 August 2024

This marking guideline consists of 6 pages.

QUESTION 1

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

(10 × 1) [10]

QUESTION 2

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

(10 × 1) [10]

QUESTION 3

- 3.1
 - 3.1.1 Indicates the main steps in the process, method, or procedure.
 - 3.1.2 Indicates a quality inspection point.
 - 3.1.3 Indicates controlled storage where material is received.
 - 3.1.4 Indicates a controlled storage where material is held and processed temporarily.

(4 × 1) (4)

- 3.2
 - It can improve working conditions.
 - Improves direct productivity and reduces waste.
 - It results in uniform and improved production flow.
 - It sets the standard of management control.
 - It reduces manufacturing costs by maximising use of plants and equipment.
 - Provides a scientific basis for measuring performance and set pay scale incentives.
 - It improves job satisfaction and job security for workers.

(5 × 2) (10)

QUESTION 4

- 4.1
- Ensure the health and safety environment to the employees.
 - Provide information and training to ensure safety and health.
 - Employ measures to reduce risk in a working environment.
 - Provide PPE to the employees.
 - Ensure adequate supervision is provided by a qualified person.
 - Ensure that work is performed, and plants and equipment are in good condition.
- (Any 5 × 2) (10)
- 4.2
- Unsafe conditions are hazardous physical conditions or circumstances which could directly result in accidents.✓
- Unsafe acts are violations of any accepted safe procedure which could result in occurrence of an accident.✓
- (2)
[12]

QUESTION 5

- 5.1
- Retention guarantees can either be used by the employer or the main contractor.✓ They offer protection by guaranteeing that the contractor or sub-contractor carries out all the required work✓ to the correct structural standards.✓
- 5.2
- Performance guarantees protect the employer should the contractor not perform his or her work as set out in the construction contract,✓ pay the amount of the bond✓ and assume the role of the contractor for the remaining work to be completed.✓
- 5.3
- Advanced payment guarantees are used in some contracts where the employer agrees to pay✓ the contractor money before the project begins,✓ The guarantees protect the employer should the contractor suddenly go bankrupt.✓
- (3 × 3) [9]

QUESTION 6

- 6.1
- Fuel costs
 - Maintenance costs
 - Insurance costs
 - Actual rental costs
 - Transport costs
 - Assembly costs
 - Operator costs

(Any 5 × 1) (5)

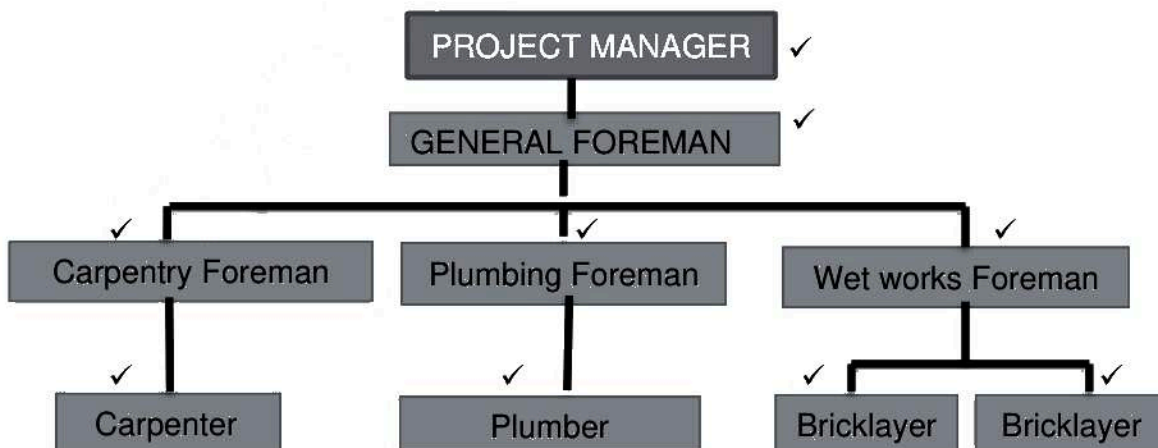
6.2 Bill Number 4: Earth works

No	Description	Unit	Quantity	Rate	Amount
1.	Excavation in ordinary earth not exceeding 2,5 m deep.	m ³	70	R2000 ✓	1400000 ✓
2.	Prevent the risk of collapse of surface trenches not exceeding 2 m deep.	m ²	280	R1000 ✓	R280000 ✓
3.	Extra over excavation for carting away surplus material.	m ³	50	R800 ✓	R40000 ✓
	Total carried to summary				R1720000 ✓✓

(8)
[13]

QUESTION 7

Organogram of the site



[9]

QUESTION 8

- 8.1
- Job insecurity.
 - They believe that they are treated unfairly.
 - Poor working conditions.
 - No appreciation from the management.
 - No acknowledgement of employees from the managers.
 - Favouritism of managers.
 - No trust between management and the employees.
 - Culture of the company does not allow open communication.
 - Too much work with no skills.
- (Any 5 × 1) (5)
- 8.2
- Disciplined, time conscious, responsible, accountable.✓✓✓✓
 - Reliable. Honest, Fair, Just.✓✓✓✓
 - Supporting✓
 - Caring✓
 - Motivating.✓
 - Lead by example, knowledgeable.✓✓
 - Good communication skills.✓
 - Good organisation skills.✓
 - Understanding conflict.✓
 - Has employees' interest at heart.✓
- (Any 5 × 1) (5)
- 8.3
- Increase in salary
 - Bonus or 13th cheque
 - Promotions
 - Productivity-linked wages
 - Profit-sharing and commission
 - Stock or share option
 - Medical and education benefits
- (Any 4 × 1) (4)
- [14]**

QUESTION 9

- 9.1
- Damaged and low-quality materials
 - Supplier and vendor failures
 - Sub-contractor mishandling
 - Failure to implement document changes and practises
 - Last-minute changes
 - Miscommunication between teams
 - Complicated design
 - Poor project management systems
 - Ignored audits and testing
 - Scope creep
- (Any 5 × 1) (5)
- 9.2
- Latent defects: existing but undetectable or developing defects.✓
- Patent defects: easily detectable defects.✓
- (5)

9.3 Ethics is the system and individual moral principles✓ that rule conduct with respect to human action.✓

(2)
[9]

TOTAL: 100