



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

12 August 2025

This marking guideline consists of 5 pages.

QUESTION 1

- 1.1 D
- 1.2 A
- 1.3 B
- 1.4 C
- 1.5 H
- 1.6 I
- 1.7 J
- 1.8 G
- 1.9 E
- 1.10 F

(10 × 1) [10]

QUESTION 2

- 2.1
 - Evaluate the pre-tender planning steps and consider any shortcomings.
 - Study alternative methods of construction.
 - Draw up a list of the materials, supplies, prices, and expected delivery dates.
 - Draw the site layout.
 - Inform the human resources department to start the personnel recruitment process.
 - Plan and arrange for the transport of workers to the site.
 - Arrange for temporary accommodation and ablution facilities. (Any 5 × 1) (5)
 - 2.2
 - Perimeter security or fencing
 - Signage
 - Lighting
 - CCTV
 - OANs and tracking equipment (5)
- [10]

QUESTION 3

- 3.1
 - Labour✓ – labour is calculated by determining what the cost of labour for a specific task per day will be and then multiplying it by the expected duration of that task.✓ The costs for the labour should include hourly wages, overtime pay and other relevant costs.✓
 - Materials✓ – materials include the direct costs of materials✓ such as a concrete, steel, and wood, as well as indirect costs of materials such as nails, screws, and other fasteners.✓
 - Overheads✓ – overheads are the indirect costs of a project, which means that they cannot be directly tied to the project.✓ Indirect costs include items such as office rent, the wages of administrative staff or equipment maintenance.✓
- (3 × 3) (9)

- 3.2
- Hours
 - Days
- (2)
- 3.3
- Actual hiring costs
 - Transport costs
 - Assembly costs
 - Operator's costs
 - Fuel costs
 - Maintenance costs
 - Insurance costs
- (Any 4 × 1) (4)

[15]

QUESTION 4

4.1

LEADERSHIP	MANAGEMENT
Leaders provides direction by developing a vision, communicating it to subordinates, and inspiring them to accomplish it.	Managers lay down the law and delegate responsibilities to subordinates.
Leaders focus on listening, building relationships, motivating, and inspiring.	Managers focus on planning, organising, and controlling.
Leaders follow their own instinct.	Managers follow the policies of the organisation.
Leadership is more of an art.	Management is more of a science.
Leadership relies heavily on verbal communication.	Management relies heavily on written communication.

(5 × 2) (10)

- 4.2
- Physiological needs
 - Safety needs
 - Need for social belonging
 - Need for esteem
 - Need for self-actualisation
- (5)

[15]

QUESTION 5

- 5.1
- Operations, loading, and dispatch. (3)
- 5.2
- Planning and goalsetting
 - Management and employee involvement
 - Monitoring and feedback
 - Development and improvement
 - Reward and compensation
- (5)

- 5.3
- Work content is the measured time of an activity.
 - Standard time is the time it takes an average, skilled operator working at a normal pace to perform a specified task.

OR

- Performance is a measure of achieved results, which are meaningful only when in relation to a valid benchmark.

(2)
[10]

QUESTION 6

- 6.1
- Hazard communication.
 - Motor vehicle safety.
 - PPE manual.
 - Fall protection safety manual.
 - Lockout/tagout safety manual.
 - Housekeeping safety manual.
 - Tools and machine guarding safety manual
- (Any 5 × 1) (5)
- 6.2
- Ensure a working environment that is safe and without risk to the health of employees.
 - Ensure that the equipment used in the execution of work is safe and does not pose a health risk.
 - Put measures in place to reduce risk and protect the health and safety of employees.
 - Provide information and training to ensure the safety and health of employees.
 - Do not permit an employee to do any work or operate any plant and machinery unless precautionary measures have been taken.
 - Ensure that a suitably qualified person provides adequate supervision when work of a dangerous nature is in progress.
- (Any 5 × 1) (5)
- 6.3
- Review effectiveness of health and safety measures.
 - Identify potential hazards and major incidents.
 - Examine the causes of incidents.
 - Investigate health and safety complaints.
 - Advise the committee and the employer.
 - Develop systems for reporting incidents.
 - Keep employees, supervisors and managers informed of the committees' activities.
 - Investigate accidents and their root causes.
 - Design a health and safety survey.
- (Any 5 × 1) (5)

[15]

QUESTION 7

- 7.1
- Regulates areas that are not covered by legally enforceable duties.
 - Maximises profits in the long term.
 - Revives fair, ethical judgement in construction activities.
 - Restores the construction industry's credibility.
- (4)
- 7.2
- Damages and low-quality materials.
 - Supplier and vendor failures.
 - Sub-contractor mishandling.
 - Failure to document changes and practices.
 - Last-minute changes.
 - Miscommunication between teams.
 - Complexity of design.
 - Poor project management system.
- (Any 6 × 1) (6)
- [10]

QUESTION 8

- 8.1
- An offer.
 - Acceptance of the offer.
 - A promise to perform.
 - A valuable consideration or promise to pay.
 - A time or event when the performance must be made.
 - Terms and conditions.
- (6)
- 8.2
- Termination because of performance.
 - Termination because of agreement.
 - Termination because of the operation of the law.
 - Termination of contract because of frustration.
- (4)
- 8.3
- The employer should investigate to determine whether there are grounds for dismissal or not.
 - The employer should notify the employee of the allegations using a form and language that the employee can reasonably understand.
 - The employee should be entitled to a reasonable time to prepare the response.
 - After the enquiry, the employer should communicate the decision that was taken and give the employee a written notification of it.
 - If the employee is dismissed, the employee should be notified of the reason for dismissal and reminded of any right to refer the matter to a council.
- (5)
- [15]

TOTAL: 100