



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

12 August 2026

This marking guideline consists of 5 pages.

QUESTION 1

- 1.1 Invitation to tender
- 1.2 Open tendering
- 1.3 Drawings
- 1.4 Scope of works
- 1.5 Mandatory evaluation
- 1.6 Conditions of contract
- 1.7 Selective tender
- 1.8 Preparation of tender
- 1.9 Negotiate tender
- 1.10 Tendering

(10 × 1) [10]

QUESTION 2

- 2.1 Is held with the relevant project members before a project goes out to tender.
- 2.2 Is the process of exploring a potential construction site to gather, evaluate, and report information and data on site.
- 2.3 Also referred to as capacity to contract and it refers to the company's ability to execute the contract.
- 2.4 A document for long-term planning that offers conceptual designs to direct future development and growth.
- 2.5 Refers to the contractor's financial ability to fund a project before they can request to be paid their first payment certificate.

(5 × 2) [10]

QUESTION 3

- 3.1
 - High proportion of direct costs
 - Low indirect costs
 - Difficulties with cost control
 - Surplus materials(4)
- 3.2
 - Bricks
 - Cement
 - Sand
 - Timber
 - Steel(5)
- 3.3
 - Direct costs
 - Indirect costs(2)

- 3.4 $P = A$
 $PN\checkmark$
 $P = \frac{12\,000 \times 6}{150 \times 32}\checkmark$
 $P = \frac{72\,000\text{ m}^2}{4\,800\text{ days}}\checkmark$
 $P = 30\text{ m}^2\text{ per day}\checkmark$
- (4)
[15]

QUESTION 4

- 4.1 Welfare is concerned with the state of a person's happiness, health, success,✓ and their overall wellbeing.✓ (2)
- 4.2 Employee training and development aim to help employees improve their performance in their current roles✓ as well as help them realise their full potential.✓ (2)
- 4.3 Skills Development Act (1)
- 4.4
- Increasing the quality of a product or service on offer
 - Forcing companies to be innovative
 - Providing the customer with options
 - Competitive pricing
- (4)
- 4.5
- Increase in effective communication in teams
 - The combination of individual strengths, expertise
 - Team cooperation allows employees to share knowledge and ideas.
 - Allows for learning opportunities when less experienced staff members are placed in teams with experienced employees
 - It establishes trust between team members.
 - Creates a sense of belonging and inclusion
 - Employees learn to manage conflict and adapt to different styles of working.
 - Teamwork promotes diversity.
- (Any 6 × 1) (6)
[15]

QUESTION 5

- 5.1
- Scope of the work✓
 - Budget and allocation of resources✓
 - Timelines or schedules✓✓
- (3)
- 5.2 Performance evaluation is the standardised and objective assessment of a contractor or employee's performance on a specific project or job. (2)

- 5.3
- Can determine the number of machines a worker can operate effectively
 - Useful for understanding the flow of work
 - Identifies activities that can be combined
 - Illustrates the potential for process improvements to eliminate waste and inefficiencies
 - Very useful for organising teams for mass production or maintenance work
 - Assists in identifying bottlenecks
 - Used to model different scenarios to determine the project's most efficient mix of resources

(Any 5 × 1)

(5)
[10]

QUESTION 6

- 6.1
- Enters and inspects a construction site or a workplace without warning.
 - Questions any person on the premises on any matter which relates to the Occupational Health and Safety Act.
 - Examines any book or site record.
 - Inspects any plant or machinery or any substance on site.
 - Can take any samples of materials.
 - Requests to meet with any site personnel at a prescribed time to question them about site activities.

(Any 5 × 1)

(5)

6.2

Direct costs	Indirect costs
• Costs related to the medical care for the harm sustained✓ • Costs related to long-term rehabilitation of the injured worker✓ • Cost of insurance for compensation✓ • Cost of hospital or clinic not covered by insurance✓ • Excess on insurance✓	• Costs associated with delays✓ • Costs related to rescheduling✓ • Wages paid while the injured worker is idle✓ • Reduced productivity for the injured worker upon returning to work✓ • Costs associated with clean-up • Costs associated with replacement✓ • Costs associated with stand-by✓ • Costs associated with overtime • Costs associated with administrative duties✓ • Costs associated with replacement worker induction✓

(Any 5 × 1)

(10)
[15]

QUESTION 7

- 7.1 Quality control is a procedure or set of procedures intended to ensure that a manufactured product✓ or performed service meets a defined set of quality criteria✓ or meets the requirements of the client or customer.✓ (3)
- 7.2
- Material deficiencies
 - Design deficiencies
 - Workmanship deficiencies
- (3)
- 7.3
- Helps to easily identify and price variations
 - Reduces the possibility of unjustified additional cost
 - Helps to save cost
 - Assists in assessing the contractor's payment certificate
- (4)
[10]

QUESTION 8

- 8.1 8.1.1 Contract termination is the process legally ending the agreement between two or more parties ✓ before all the duties outlined in the contract have been completed by any of the parties.✓
- 8.1.2 Arbitration is a procedure in which a dispute is submitted, by agreement of the parties, to one or more arbitrators✓ who make a binding decision on the dispute.✓
- 8.1.3 Contract formalities are the requirements that must be observed while making contracts,✓ as the words prescribed by law must be used to make a binding decision.✓
- (3 × 2) (6)
- 8.2
- Latent defects insurance
 - All-risks insurance
 - Public liability
 - Professional indemnity insurance
- (4)
- 8.3
- **Step 1:** Investigate the relevant issues.
 - **Step 2:** In writing, put the employee on notice regarding the problem.
 - **Step 3:** Hold a meeting or hearing with the employee to discuss possible disciplinary action.
 - **Step 4:** Write a letter to the employee informing them of the decision.
 - **Step 5:** Provide the employee with the opportunity to file an appeal.
- (5)
[15]

TOTAL: 100