



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

3 December 2024

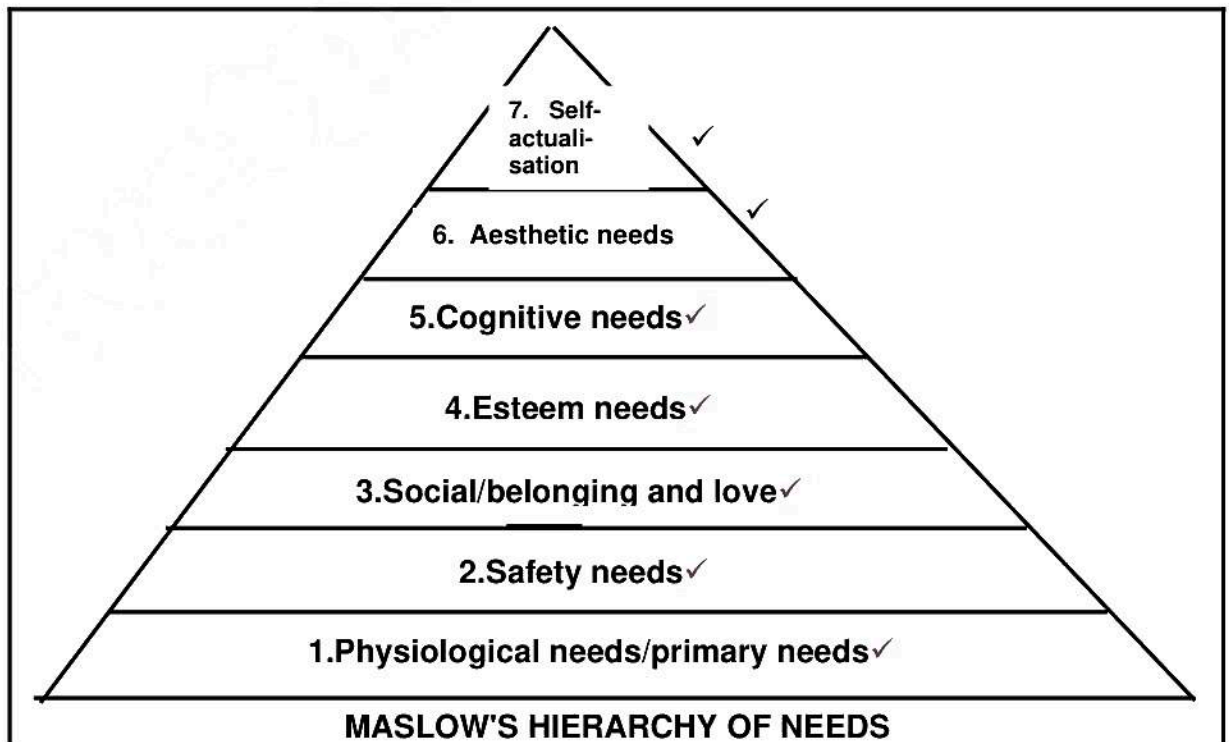
This marking guideline consists of 5 pages.

QUESTION 1

- 1.1
- Called-up capital✓
 - Issued capital✓
 - Authorised capital✓
 - Subscribed capital✓
 - Paid-up capital✓
 - Debentures✓
- (Any 5 × 1) (5)
- 1.2
- Site clearance✓
 - Demolishing existing buildings✓
 - Mechanical plants✓
 - Fabrication facilities✓
 - Scaffoldings✓
 - Temporary services (water, electricity, services)✓
 - Site office, restrooms✓
 - Site hoarding and signage✓
 - Waste-material storage
 - Storage and workshop✓
 - Parking✓
 - Access road✓
- (Any 5 × 1) (5)
- [10]**

QUESTION 2

2.1



- 2.2
- Aligned to the business goals✓
 - Assesses the training needs of the employees✓
 - Has management support✓
 - Reduces cost and accidents✓
 - Sets goals and benchmarks✓
 - Can be linked to incentives✓
 - Improves work quality✓
 - Raises employee motivation and morale✓
 - Has relevant and engaging content✓
- (Any correct 4 × 1) (4)
- 2.3
- Increasing the quality of a product or service on offer✓
 - Forcing companies to be innovative✓
 - Providing the customer with options✓
 - Competitive pricing✓
- (4 × 1) (4)

[15]

QUESTION 3

- 3.1 C✓
- 3.2 B✓
- 3.3 B✓
- 3.4 C✓
- 3.5 A✓
- 3.6 C✓
- 3.7 A✓
- 3.8 A✓
- 3.9 C✓
- 3.10 A✓
- (10 × 1) [10]

QUESTION 4

- 4.1
- 4.1.1 False✓
- 4.1.2 True✓
- 4.1.3 True✓
- 4.1.4 True✓
- 4.1.5 True✓
- 4.1.6 False✓
- 4.1.7 False✓
- 4.1.8 False✓
- 4.1.9 True✓
- 4.1.10 False✓
- (10 × 1) (10)

4.2

Category	Types	Quantity required	Cost	Total cost
Materials	Cement	15 bags	R100/bag	R1 500✓
	Aggregates	0,5m ³	R620 for m ³	R310✓
	Water	300 l	R9	R9
Labour	Unskilled	5 days	R150	R750✓
	Skilled	5 days	R300	R1 500✓
				R4 069,00✓

(5)
[15]

QUESTION 5

- Accountability: Give appropriate information so that the appropriate action can be performed.✓✓
- Honesty: Acting honestly and avoiding behaviour that is likely to result in others being misled in some way.✓✓
- Fairness: Avoiding the persuasion of any advantage that might be derived, directly or indirectly, through the unfair treatment of other people.✓✓
- Integrity: Respect the general welfare of the public.✓✓
- Reliability: Only offer services and skills within the scope of your areas of expertise to avoid disappointing people.✓✓

(5 × 2)

[10]

QUESTION 6

- 6.1
- 6.1.1 Warning sign✓
 - 6.1.2 Prohibition sign✓
 - 6.1.3 Danger✓
 - 6.1.4 Emergency✓
 - 6.1.5 Mandatory✓

(5 × 1)

(5)

6.2

Human error accidents	Common causes of accidents
• Taking shortcuts✓ • Stress✓ • Fatigue✓ • Lack of training✓ • Lack of experience✓ • Lack of proper PPE✓ • Not following work practice✓ (Any correct 5)	• Inclement weather✓ • Collapse of structure✓ • Failure to identify unsafe conditions✓ • Unsafe acts carried out by co-worker✓ • Machinery malfunctioning✓ • Failure to wear PPE✓ (Any correct 5)

(10)
[15]

QUESTION 7

- 7.1 D✓
- 7.2 E✓
- 7.3 A✓
- 7.4 B✓
- 7.5 C✓
- 7.6 F✓
- 7.7 J✓
- 7.8 G✓
- 7.9 H✓
- 7.10 I✓

(10 × 1) [10]

QUESTION 8

- 8.1
 - 8.1.1 Contract✓
 - 8.1.2 Binding✓
 - 8.1.3 Enforcing✓
 - 8.1.4 Legal agreement✓
 - 8.1.5 Breach of contract✓
 - 8.1.6 Damages✓
 - 8.1.7 Court order✓
 - 8.1.8 Breach✓
 - 8.1.9 Offer✓
 - 8.1.10 Acceptance✓

(10 × 1) (10)

- 8.2 Deductibles are the amount of money that you must pay towards the ensured loss✓ before the insurance company will pay for some or all of your claims.✓ (2)

- 8.3
 - Custom and legal writing✓
 - Collective agreement✓
 - Legislation✓
 - Common laws✓
 - Judicial precedent, including arbitration awards✓

(Any 3 × 1) (3)

[15]

TOTAL: 100