



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

BUILDING ADMINISTRATION N6

4 December 2025

This marking guideline consists of 6 pages.

QUESTION 1

- 1.1 Scope of work
- 1.2 Drawings
- 1.3 Specification document
- 1.4 Guarantee
- 1.5 General conditions
- 1.6 Cost-reimbursement
- 1.7 Lumpsum
- 1.8 Time
- 1.9 Preliminary
- 1.10 Bills of quantities

(10 × 1) [10]

QUESTION 2

- 2.1
- Availability of labour within the community where project will be
 - Local rates payable
 - Transportation to site
 - Availability of accommodation for permanent workforce
 - Assessment of potential unrests or work stoppages
 - Location of dumping site
 - Existing structure
 - Access to the site
 - Local suppliers
 - Securities

(Any 4 × 1) (4)

- 2.2
- Their experience
 - Their track record
 - Their abilities to plan
 - Their management abilities
 - Their financial standing
 - Their tax compliance
 - Compliance with regulations and standards
 - Compliance with health and safety legislation

(Any 6 × 1) (6)
[10]

QUESTION 3

- 3.1
- $R25 \times 2 \text{ workers} \checkmark \times 2 \text{ hours} = R100 \checkmark$
 $\text{Unit cost} = R100 / 10 \text{ m}^3 \checkmark \checkmark$
 $\text{Total unit cost} = R10 \text{ per} \checkmark 1 \text{ m}^3 \checkmark$

(6)

- 3.2
- Bridge construction
 - Road construction
 - Building construction

- 3.3
- Unit costing
 - Standards costing
 - Job costing
 - Batch costing
 - Costing by trade

(6)
[15]

QUESTION 4

- 4.1
- Maintain, retain and develop the current workforce
 - Recruit, interview, select, place and onboard new employees
 - Manage transfers and promotions
 - Control absenteeism and resignations
 - Administer wages and salaries
 - Keep records of all changes and rules in labour laws and practices
 - Keep and maintain all employees' records
 - Provide valid trainings for all levels of employees
 - Provide job specifications, job grading, merit rating and evaluation standards

(Any 5 × 1)

(5)

- 4.2
- 4.2.1 Well-trained and skilled workers feel more confident in their ability to perform well and are therefore more productive.✓ They make fewer mistakes on site because they are aware of what can go wrong.✓ Well trained and high-performing employees generally feel more confident and secure in their jobs.✓

OR

The increase in performance benefits the company. (Any 3 × 1)

- 4.2.2 Employees who can develop✓ and improve their skills will be more enthusiastic about working hard✓ because they feel valued and appreciated.✓

OR

The staff turnover saves company and improves teamwork.✓
(Any 3 × 1)

- 4.2.3 When employees complete training and become skilled✓ and competent in their roles, they are in a better position✓ to expect high wages, which can lead to a better quality of life.✓

OR

More qualified workforce puts an employer in a better position to tender and take better positions.✓
(Any 3 × 1)
(3 × 3)

- 4.3 Skills development Act (1)
[15]

QUESTION 5

- 5.1
- Write down all the work elements when tasks are performed
 - Determine the rate at which the operatives are working while under observation
 - Record the time-lapse
 - Adjust the elapsed time taken by operatives
 - Determine the rest time for each worker per unit of work completed
 - Determine the idle time or amount of interference which could normally occur on site for each worker (Any 5 × 1) (5)
- 5.2
- Project commencement
 - Project management
 - Traffic management
 - Quality and environment
 - Safety
 - Commercial and contract management (Any 5 × 1) (5)
- [10]

QUESTION 6

- 6.1 A safety manual is a collection of information, instructions, policies, and procedures that are meant to assure the safe operation of any tools, machinery, equipment, ✓ and chemicals that are utilised, as a well as the safe behaviour of employees while at work. ✓ (2)
- 6.2
- Fatigue
 - Stress
 - Taking short cuts
 - Lack of experience
 - Lack of training
 - Lack of concentration
 - Inappropriate use of tools
 - Design fault
 - Lack of proper personal protective equipment (PPE) (Any 8 × 1) (8)
- 6.3 An unsafe act
- It is an act of doing something that has potential to cause injury, loss or serious injury.
- Unsafe condition
- Unsafe condition refers to the physical layout of the work location. (2)

- 6.4
- The chief inspector, who is the chairperson
 - An officer serving in the department
 - A workmen's compensation commissioner
 - One person nominated by the Minister of Health
 - One person nominated by the Minister of Minerals Resources and Energy
 - Six persons representing the interests of employers
 - One occupational medicine expert
 - One occupational health and safety expert
- (Any 3 × 1) (3)
[15]

QUESTION 7

- 7.1
- Type 1: The quantity of defective or good items contained within a sample will determine whether the batch in question is accepted or rejected.✓ The methodology behind this is called sampling.✓
 - The technique aims to determine whether a specific collection of materials or work output can be accepted.✓
 - Type 2: This method is referred to as the sampling by variables. It uses a quantitative quality measure instead of traditional defective✓ and non-defective category.✓ The quantitative quality measure uses a measured variable's value to determine its quality.✓
- (6)
- 7.2
- The budget of the project
 - The time that is required to complete the project
 - The quality of the project
- (3)
- 7.3 Standards and best practices (1)
[10]

QUESTION 8

- 8.1
- The Labour Relation Act of 1995
 - The Basic Conditions of Employment Act No.75 of 1997
 - The National Minimum Wage Act of 2018
 - Employment Equity Act No. 55 of 1998
 - Broad-Based Black Economic Empowerment Act No.53 of 2003
 - Skills Development Levies Act No. 9 of 1999
 - Public Holiday Act 36 of 1994
 - The Constitution of the Republic of South Africa
 - Compensation for Occupational Injuries and Diseases Act 130 of 1994
 - Occupational Health and Safety Act No. 85 of 1993.
- (Any 5 × 1) (5)

- 8.2
- A closed shop agreement is a type of collective agreement that requires non-union workers to be members of the trade union✓ or face dismissal.✓ A closed shop agreement is legally binding only if:
 - A ballot has been held of the employees to be covered by the agreement✓
 - Two thirds of the workers have voted in favour of the agreement.✓
 - Workers are not required to be trade union members prior to employment and✓
 - subscriptions and levies are only used to advanced.✓
- (6)
- 8.3
- Any registered trade union must give notice to an employer in writing.
 - The notice must be accompanied by a certified copy of the trade union's certificate of registration.
 - Within 30 days of receiving the notice, the employer must meet the registered trade union.
 - If a collective agreement is not concluded, either the registered trade union or the employer may refer the dispute to the commission in writing.
 - The party who refers the dispute to the commission must satisfy that copy.
 - The commission must appoint a commissioner to attempt to resolve the dispute through conciliation.
 - If the dispute remains unresolved, party to the dispute may request that the dispute be resolved through arbitration.
- (Any 4 × 1) (4)
- [15]
- TOTAL: 100**